

**V.O.CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
ESTABLISHMENT SECTION - I**

Sub: Implementation of Suo Moto Disclosure under section 4 of RTI, 2005 - reg.

Ref: 1. This office OM No.S-7/44 Misc./2015/PI.D.2891
Dt.18.08.2015
2. Letter No.S-7/44/Misc/2018-19/PI/D.3171 Dt.09.10.2018
=====

Kindly refer to the letters cited above on the above mentioned subject.

2. The information called for therein are sent here with as requested in the prescribed format.

Encl: as above


6/6/19
By SECRETARY

To

PIO Section/GAD/VOCPT

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No.S-32/02/2019/E-I/D. 1305

Date: 06 .06.2019

A FRAMEWORK ON SUO MOTO DISCLOSURE

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1- organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks	Action Take by Finance Department
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	GAD	V.O. CHIDAMBARANAR PORT TRUST, HARBOUR ESTATE, TUTICORIN - 628 004.
		(ii) Head of the organization	GAD	CHAIRMAN, V.O.C. PORT TRUST
		(iii) Vision, Mission and Key objectives	GAD	<p style="text-align: right;"><u>Vision</u></p> <p>To become a pioneer in providing quality and efficient cargo handling facility in south India & its Interland</p> <p style="text-align: right;"><u>Mission</u></p> <p>To provide efficient Seaport and logistics Services of the best Value to our customers</p>
		(iv) Function and duties	GAD	Enclosed Annexure - I
		(v) Organization Chart	GAD	Enclosed Annexure - II
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	GAD	Nil

1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	-146 All Depts	Annexure - III
		(ii) Power and duties of other employees	All Depts	General Section - Annexure - IV Establishment I - Annexure - V Establishment II - Annexure - VI Coordination Section - Annexure - VII Board Section - VIII
		(iii) Rules/ orders under which powers and duty are derived and	All Depts	Copies of DOP issued by MOS is enclosed herewith. Annexure - IX
		(iv) Exercised	All Depts	--
		(v) Work allocation	All Depts	Work allocation in each section - already given
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	All Depts	Secretary, V.O.Chidambaranar Port Trust, Tuticorin
		(ii) Final decision making authority		Chairman, V.O.Chidambaranar Port Trust, Tuticorin
		(iii) Related provisions, acts, rules etc.		--
		(iv) Time limit for taking a decisions, if any		--
		(v) Channel of supervision and accountability		Annexure - II Organization chart
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	All Depts	Work allocation is enclosed
		(ii) Norms/ standards for functions/ service delivery		
		(iii) Process by which these services can be accessed		
		(iv) Time-limit for achieving the targets		
		(v) Process of redress of grievances		
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	All Depts	http://10.1.1.120/VOCPORT_TAMIL/key_contacts.aspx
		(ii) List of Rules, regulations, instructions manuals and records.		
		(iii) Acts/ Rules manuals etc.		
		(iv) Transfer policy and transfer orders		

1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	All Depts	ISO manual, Files , Registers etc, Organisation Chart SOP.,		
		(ii) Custodian of documents/categories		Supervisory category		
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	GAD	VOCPT Board of Trustees		
		(ii) Composition	GAD	Government Trustees/Other Interest/Labour Trustees		
		(iii) Dates from which constituted	GAD	April 2017		
		(iv) Term/ Tenure	GAD	2 years		
		(v) Powers and functions	GAD	Decision taken on important activities		
		(vi) Details of the previous Board Meetings	GAD	1) 07.07.2017 2) 30.08.2017 3) 10.11.2017	4) 09.02.2018 5) 07.05.2018 6) 31.05.2018	7) 18.07.2018 8) 28.09.2018 9) 12.11.2016 10) 22.02.2019
		1 Minutes of the Board meetings	GAD	enclosed		
1.8	Directory of officers and employees [Section 4(1) (b)(ix)]	(i) Name and designation	All Depts	http://10.1.1.120/VOCPORT_TAMIL/key_contacts.aspx		
		(ii) Telephone , fax and email ID				
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(i) List of employees with Gross monthly remuneration	All Depts	http://10.1.1.120/VOCPORT_TAMIL/key_contacts.aspx		
		(ii) System of compensation as provided in its regulations				

1.10	Name, designation and other particulars of public information officers	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	GAD	Shri. Grish P. Naik, Secretary & Smt. A. Dheepika, Law Officer Gr.I, Public Information Officer, <i>Shri Grish P. Naik, Secretary, Appellate Authority.</i>
	[Section 4(1) (b) (xvi)]	(ii) Address, telephone numbers and email ID of each designated official.	GAD	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	L&DAS	Enclosed Annexure - XI
		(i) Pending for Minor penalty or major penalty proceedings		
1.12	Programmes to advance understanding of RTI (Section 26)	(ii) Finalised for Minor penalty or major penalty proceedings	L&DAS	Annual Training Programme including RTI Training Programmes prepared and conducted every year
		(i) Educational programmes	GAD/CDN	
		(ii) Efforts to encourage public authority to participate in these programmes	GAD/CDN	
		(iii) Training of CPIO/APIO	GAD/CDN	
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]	(iv) Update & publish guidelines on RTI by the Public Authorities concerned	GAD	Nil
			All Depts	

2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks	Action Take by Finance Department
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	Finance	---
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	GAD/CDN GAD/CDN	Enclosed 2019-2020 <u>XII</u> Enclosed Annexure - XII(A)
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded - in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	All Depts	Vengateswara Constructions, Good Shepherd System Services, Malli Security, Authoor Mani Groups, - - - -
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/ scheme	All Depts	Not applicable

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Guest house
ministry
construction's
name

		(v) Physical and financial targets of the programme (vi) Nature/ scale of subsidy /amount allotted (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc)		
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities	All Depts	Enclosed Annexure - XIII
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	All Depts	Not applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Finance/ other Depts	Nil

S.No	Item	Details of disclosure	Remarks	Action Take by Finance Department
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Link to be provided by EDP	It is informed that, two sets of Consistency list of visitors with their name Gender and Age, has to be produced to this office for issuing, entry pass. The entry fee Rs.4/- per student, Rs.6/- per head for Faculties Drivers, Rs.24/- per car/van & Rs.35/ per Bus. The entry fee can be paid to the day of entry into the post on working day at the office of PRO, VOC Port. The visitors are allowed the Information Centre when they are visitors the Port.
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	All Depts	
		Public- private partnerships (PPP)	Mech.and Civil Depts	--
		(i) Details of Special Purpose Vehicle (SPV), if any	Mech.and Civil Depts	--
		(ii) Detailed project reports (DPRs)	Mech.and Civil Depts	--
		(iii) Concession agreements.	Mech.and Civil Depts	--
		(iv) Operation and maintenance manuals	Mech.and Civil Depts	--
		(v) Other documents generated as part of the implementation of the PPP	Mech.and Civil Depts	--
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Mech.and Civil Depts	--
		(vii) Information relating to outputs and outcomes	Mech.and Civil Depts	--
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Mech.and Civil Depts	--
		(ix) All payment made under the PPP project	Mech.and Civil Depts	--

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	All Depts	-140- Nil
		(i) Policy decisions/ legislations taken in the previous one year		
		(ii) Outline the Public consultation process		
		(iii) Outline the arrangement for consultation before formulation of policy		
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	EDP	--
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (Schedule of Employee)	GAD	--
		(i) Electronic format		
		(ii) Printed format	GAD	In printed format
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available	All Depts	Not for sale
		(i) Free of cost		
		(ii) At a reasonable cost of the medium		

S No.	Item	Details of disclosure	Remarks	Action Take by Finance Department
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	GAD	English
		(ii) Vernacular/ Local Language	GAD	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	GAD	01.04.2018
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Link to be provided	Nil
		(ii) Name/ title of the document/record/ other information	Link to be provided	Schedule of Employee
		(iii) Location where available	Link to be provided	Nil
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	All Depts	Administrative Office, VOCPT
		(ii) Details of information made available		All
		(iii) Working hours of the facility		10:00 to 17:00 hrs
		(iv) Contact person & contact details (Phone, fax email)		Smt. A. Deephika, PIO
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	GAD	Secretary is the Grievance officer apart from that Prime Minister Portal is also being followed
		(ii) Details of applications received under RTI and information provided	GAD	RTI question is received in this department
		(iii) List of completed schemes/ projects/ Programmes	All Depts	NIL

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		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	All Depts	-
		(vi) Annual Report	GAD	--
		(vii) Frequently Asked Question (FAQs)	All Depts	--
		(viii) Any other information such as a) Citizen's Charter	Link to be provided	Every year updated in the Port Website
		b) Result Framework Document (RFD)	All Depts	NIL
		c) Six monthly reports on the	All Depts	--
		d) Performance against the benchmarks set in the Citizen's Charter	All Depts	--
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	PIO section	Application received and disposed format Annexure enclosed - X102
		(ii) Details of appeals received and orders issued		
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	GAD	--

6. Information Disclosed on own Initiative

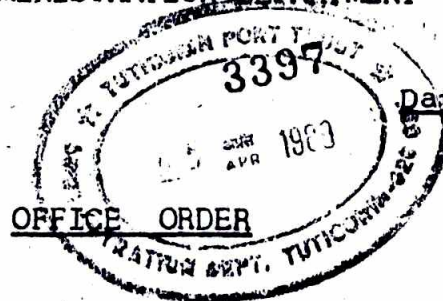
S.No.	Item	Details of disclosure	Remarks	Action Take by Finance Department
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Link to be provided by EDP	--
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	EDP	---

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Annexure -I

TUTICORIN PORT TRUST
ADMINISTRATION DEPARTMENT

No. S-15/4/88-CDN.



Dated: 3-4-1989.

OFFICE ORDER

Sub: Duties and responsibilities
of Class I, II and common
categories of Ministerial
posts.

The duties and responsibilities of Class I and II officers attached to Administration Department and common categories of Ministerial posts in the Port are as follows:-

1. Vigilance Officer:

He is responsible for the vigilance work in the Port. He should also furnish particulars and information required by the Ministry and other higher authorities connected with vigilance matters after due approval by Chairman.

2. Assistant Secretary:

Depending on the posting, he is required to supervise the work of all Superintendents, Head Clerks, UDCs and LDCs relating to timely attendance, personnel policy, creation and abolition of posts, conversion of temporary posts into permanent ones, Recruitment to Class I and II posts, Recruitment to Class III and IV posts common to all Departments of Port, all

adi Officer:

be incharge of implementing the Government policy of Hindi. He should also make necessary arrangements for conducting Hindi classes. He should also carry out translation from Hindi to English and vice-versa important documents, rules and regulations. He should attend to any other work assigned to him by the Secretary/Chairman from time to time.

MON CATEGORIES:

erintendent:

ervise the works of all the dealing assistants of the Section/Sections under his control. To attend to all confidential correspondences relating to his section/sections. Overall incharge of the administration of the Sections. Assisting the Head of Office/Department in the administrations of the Office/Department concerned. will be directly responsible for timely attendance of the staff of his department. will be responsible for maintenance of Movement Register of files.

d Clerk:

ervise the works of UDCs and LDCs of Section under his control. Dealing with important topics/subjects relating to his Section. Responsible for Office House & Plant account, contingency payment. attend to all confidential correspondence relating to his Section.

Upper Division Clerk:

Depending upon the place of posting, to attend to all clerical works, such as Shipping bills, contractor bills, stores bills, Port dues, works in connection with the preparation of pay bills etc. Maintaining various registers. Budget preparation, Maintenance of Service Books, Leave Accounts, Register of recoveries etc. and any other matter that may be specifically entrusted.

Hindi Stenographer-cum-Typist:

Attend to all dictations given by the Hindi Officer and all Hindi and English Typing works. Dealing with all confidential papers relating to Hindi Cell.

Lower Division Clerk:

Receipt of Tapals/pads/files and distribute the same to the concerned Sections, despatching of tapals. Maintenance of stamp account register and personal diary. To assist UDCs in their works whenever entrusted. Maintenance of various registers. All clerical works depending upon the place of posting including typing work.

Stationery Attender-cum-Duplicating Operator:

Operate Duplicator. Attending to normal maintenance of the Duplicator. Arranging for periodical servicing and keeping the Duplicator in good working conditions. Operating photo copier and maintaining it. To be incharge of stationery in the Department.

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Peon:

To assist his supervisor in all matters wherever needed. To convey messages to ships at Jetty and other Offices. To attend to telephones, to attend to calls of the officers. Delivery of tapals, collection of tapals etc. Responsible for opening and closing of office. Should assist the despatch clerk in the matter of sticking stamps and preparation of covers. Any other type of work that may be allotted by the superior officers.

All the Heads of Department, etc. are to bring it to the notice of all concerned.

The receipt of the Office Order may be
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CHAIRMAN

on:

ads of Department and SE.(Moch.)
ficers in Administration Department
dt./Head Clerks in Admn. Department.
Chairman/Secretary
file

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(17)

DUTIES AND RESPONSIBILITIES OF SENIOR NURSE

Incharge of outpatients, inpatients including injection and dressing rooms, laboratory, X-Ray, pharmacy, Specialist Room, Labour Room and Theatre.

The Senior Nurses are directly responsible to RSMO for efficient management of section under their charge. They will be responsible for the proper management working of all sections under their control.

They will be responsible to the duty Medical Officers during the duty period in absence of RSMO.

To check emergency equipments, unserviceable linen and other equipments under other charge and drugs daily and ensure the availability and proper accounting and maintenance of connected registers and to maintain all registers in all sections upto date.

To supervise and help in the nursing care of all serious cases attended to outside the OP hours.

Incharge of the casuality in the night in the absence of night duty Pharmacist and submission of all the reports and returns to superiors.

Responsible for the proper working of operation theatre.

Incharge of all the equipments/instruments and medicines supplied to the operation theatre.

Responsible for maintaining strict discipline and proper antiseptic techniques in the operation theatre.

Overall incharge of Dressers and Hospital Attendants and arrange the postings of Dressers and Attendants.

Overall incharge of accounting distribution of drugs in the inpatients section and will be responsible to RSMO.

Responsible for proper submission of report regarding death occuring in the inpatient wing of the Hospital.

Report to the Duty Medical Officer, RSMO and CMO in serious cases/emergency occuring in the Hospital and will maintain the report book giving details regarding this.

Overall incharge of Nurses and arrange the postings of nurses in different sections.

FUNCTIONS AND RESPONSIBILITIES OF SENIOR PHARMACIST

Charge of the following category of Stores.

Non consumable Stores : (Hospital Equipments, Instruments, all accessories and spares)

Hospital sundry items : (Dressing materials, ward and theatre requirements)

Arrange for proper posting of Receipts & Issues of the stores mentioned above in the respective stock registers. Check the receipt and issue entries in the connected registers and forward the bills to the Bill passing sections.

Take prompt action to see that oxygen cylinders etc. are filled and properly stored for emergency issue of clinics.

Maintain the stock and account thereof viz. Tools and its Main Stock Registers, Distribution Registers, Loss, Damage and Condemnation Registers.

See that the receipt/loss, breakage and condemnation entries are made in the concerned register at the time of receipt or issue or condemnation. The total stock should be reconciled with the stores stock and distributed stock at the time of annual Physical verification which should be arranged by him during September every year, and this is to be done regularly to the records and Tools and its structure duly kept enable ready for submission of same to audits.

Make arrangements for monthly condemnation and take necessary follow up action once in six months. To take action on the findings of Survey Report Committee and for disposal of condemned items.

Deal with Audit Reference on all stores matters and arrange for submission of replies through the RSMO.

Arrange for Annual Physical Verification of total stock and quantity, inspection of the distributed stock & P items in the Hospital and Dispensary and the connected work thereof.

- . To prepare a complete list of all items under with annual consumption during the last 12 months and the stock balance as on the date of preparation of the 'Annual Indent List' and forward the same to the Purchase Section in the middle of January every year for taking necessary action in time for procurement of stores.
- . To take assistance of Pharmacists for the proper up keep of stores, if necessary.

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DUTIES AND RESPONSIBILITIES OF NURSE

- . Administration of Injection to outpatients and inpatients.
- . Assisting doctor during O.P. hours.
- . Looking after Nursing care to the inpatients in the wards.
- . Attending duties at Hospital on shift basis so that round the clock service is maintained.
- . Maintenance of sub stock and daily account of the injection.
- . Assisting the doctor during Major and Minor Surgical treatment.
- . Family Planning assistance to the patients.
- . Sterilisation of injection instruments.
- . Attending theatre work to assist the Surgeon.
- . To attend delivery cases.
- . Any other work ordered by the RSMO from time to time.

DUTIES & RESPONSIBILITIES OF PHARMACIST

- . Dispensing the doctors' prescription during OP hours and round the clock on shift basis.
- . Maintenance of Main stock/sub stock account for medicine at the Dispensary/Hospital.
- . Maintenance of accounts for daily issue of medicine at Hospital and Dispensary.
- . Checking the poisonous drugs regularly.
- . Preparation of annual indents for medicine.
- . Preparation of indent for and instruments for daily.

DUTIES AND RESPONSIBILITIES OF LABORATORY TECHNICIAN

linical/bio chemical investigation for O.P. and I.P. patients.
Maintenance of Laboratory equipments.
Helping the preparation and sterilisation of glassware and needle.
Operation and care of routine laboratory equipment such as microscope, incubator, waterbath etc.
Maintaining methods including preparation of simple stains.
Collection and handling of pathological material.
Preparation of Reagents for various tests.
Collection of blood samples for inpatients & outpatients.
Examination of Haematological, pathological, biochemical and seriological work.
Examination of Faeces, Sputum, Semen analysis, cervical smear and skin smears.
Different kinds of biochemical estimation of human system.
Maintenance of sub-stock register for Reagents and chemicals.
To make arrangements for blood transfusion.
Maintenance of Laboratory report register of inpatients and outpatients separately.
Any other work ordered by RSMO from time to time.

DUTIES & RESPONSIBILITIES OF RADIOGRAPHER CUM DARK ROOM ASST.

Making X-Rays, developing X-ray films, Maintenance and repair of indents for purchase of x-ray films.
Administering Infrared therapy, E.C.G. test.
Maintenance of registers separately for OP and IP cases for general x-rays & contrast media and E.C.G.
He will take the necessary x-ray films according to the requisitions issued by the doctors in the Hospital.
He will render proper account of the x-ray films issued to

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DUTIES AND RESPONSIBILITIES OF JUNIOR HEALTH INSPECTOR

1. Environmental duties of the Public Health in the Port.
2. Immunisation work against diseases (Anti-small pox, Anti-Cholera, Anti-Typhoid etc.)
3. Duties connected with Family Welfare Programme.
4. Supervision of Safaiwala works attached to the Hospital.
5. Maintenance of general sanitation in and outside of the Hospital premises.
6. Maintenance of water supply at Port Hospital.
7. Duties connected with Birth and Death occurred in the Port Hospital.
8. Maintenance of duty roster of Safaiwala
9. Maintenance of T & P connected with sanitary section.
10. Periodical report with regard to supply of milk to Port residence.
11. Any other work ordered by the RSMO from time to time.

DUTIES AND RESPONSIBILITIES OF MATERNITY ASSISTANT

1. Attending labour cases at the Hospital/Dispensary.
2. Attending post-natal cases in the ward and new born babies.
3. Maintenance of nominal register relating to birth in the Hospital.
4. Assisting the lady doctor during ante-natal check up at the OP hours.
5. Assisting the doctors during the Family Welfare Programme etc.
6. Canvassing of patients for Family Welfare Planning.
7. Any other work ordered by the RSMO from time to time.

DUTIES AND RESPONSIBILITIES OF HELPER(UNCKILLED)

1. Helping Maternity cases in the labour ward.
2. Cleaning/washing duties in consulting room.
3. To help nurses, maternity assistant when required in the ward, labour room etc

DUTIES AND RESPONSIBILITIES OF DRESSER

Cutting and preparing of dressing materials like bandages in various sizes, gauzes, pads, eye pads, roller bandages, Triangular bandages from bulk places. Preparing of medicines (i.e.) G.V. solution I.G. Paint, Glycerine magsuld, acriflavine.

Sterilisation of dressing materials including instruments in outpatient department and operation theatre and also in wards.

Attending of minor suturing cases and ulcers, incision and also major suturing cases according to Doctors' instructions and if necessary under Doctors' direct supervision in the Port Hospital and Dispensary.

Dressing to the outpatients and inpatients according to Doctors' prescription.

Assisting the specialists during their visits.

Maintaining the Dressing room indent and account register in OP department.

Bed making

Attending the First Aid Centres in shift duty those who are posted should do First Aid to the injured persons.

Assisting the Doctor in the operation theatre and preliminary preparations of male cases prior to emergency surgery in the ward.

.Giving enema and catheterisation.

.Attend the operation theatre to assist the Surgeons and sterilisation work and washing of all materials in the theatre.

.Female dressers have to attend the baby bath, assist

TUTICORIN PORT TRUST
TRAFFIC DEPARTMENT

-2/3/88-E

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Dated: 5.05.1989

OFFICE ORDER

Sub: Duties and responsibilities of
Class I and Class II Categories
of posts in Traffic Department.

The duties and responsibilities of
Class I and Class II officers attached to the Traffic
Department are as follows:-

TRAFFIC MANAGER

Traffic Manager will report to Deputy Chairman/Chairman
in respect of all matters concerning the functioning
of Traffic Department.

Berths, Jetties, Wharves, Transit sheds, Warehouses,
etc., and the entire work relating to cargo handling
operations, commercial functions, labour and all
other allied matters come under the overall charge of
the Traffic Manager.

Traffic Manager will hold Berthing Committee Meeting
daily and take decisions for allotment of berths.

Public Relations Section, Industrial Relations
Section, ~~Communication Cell~~, Port Library and the
~~Photography Cell~~ are also under the overall charge
of Traffic Manager.

Traffic Manager as the Head of Department has the
overall responsibility for efficiency in all areas of
Traffic Department.

DEPUTY TRAFFIC MANAGER

ASSISTANT TRAFFIC MANAGER (OPERATIONS)

1. Assistant Traffic Manager (Operations) will look after the operation works connected to VOC wharf, Additional Berths, Finger Jetty, Coal Jetty and Oil jetty.
2. He is responsible for proper and efficient cargo handling operations.
3. It is his responsibility to see that no avoidable delays take place and that ships complete work expeditiously.
4. He should bring any incident leading to delays or poor handling to DTM/TM's notice.
5. He will see that locomotives are engaged for work economically and ensure quick turn-round of wagons.
6. He will frequently inspect the wharves and Sheds and take appropriate action wherever necessary.
7. He is responsible to ensure proper utilisation of cranes and appliances and that the sheds, warehouses and wharves are kept clean and tidy.
8. He will make checks of weighments at the Lorry Weigh Bridges.
9. He will check periodically and see that Pointsmen, Out Door Clerks and Supervisors are distributed in all the three shifts.
10. He will co-ordinate the allotment of gangs by Tuticorin Stevedores Association, supply of equipments and ensure productivity.

: 4 :

15. It is his responsibility to see that all Dock Safety requirements are complied with.
16. He will ensure that allotment of areas for various users is done depending on the availability and make surprise checks of the open/covered areas allotted to the parties and report irregularities if any.
17. He will attend to any other work assigned by Traffic Manager/Deputy Traffic Manager.

ASSISTANT TRAFFIC MANAGER (COMMERCIAL)

1. Assistant Traffic Manager (Commercial) is incharge of commercial and documentation work.
2. He will also look after the work related to Zone 'B'.
3. He is responsible for proper documentation relating to admission and delivery of cargo, recovery of charges, rentals etc.
4. It is his responsibility to send data in respect of vessels to Accounts Department in time for recovery or refund of charges, if any.
5. He will make endoresements for concession in dues as provided in the scale of rates.
6. He will scrutinise claims for refund of dues.

ASSISTANT TRAFFIC MANAGER (GENERAL)

1. Assistant Traffic Manager (General) is incharge of all labour matter.
2. He will assist Deputy Traffic Manager/Traffic Manager in sorting out labour problems.
3. He will closely watch labour problems at the Port and arrange to conduct meetings with Tuticorin Stevedores Association and other Union representatives to resolve problems.
4. He is responsible to ensure that prompt action is taken on court cases on labour matters.
- 5.. He will attend to the work on the issue of Licences to Stevedores, Shipping Agents, etc.
6. He will attend to the work relating to Finance Committee.
7. He will attend to all matters connected with lease of open and covered space under the jurisdiction of Traffic Department.

ASSISTANT TRAFFIC MANAGER (OFFICE)

1. Assistant Traffic Manager (Office) will attend to all work relating to trade promotion and trade enquiries and meetings with Port users etc.
2. He will attend to work relating to Port Railways including processing of agreements with Railways, etc and put up to Traffic Manager/Deputy Traffic

: 6 :

6. He will sign papers of routine nature on behalf of Deputy Traffic Manager and assist Traffic Manager/Deputy Traffic Manager in co-ordinating work with other offices.
7. He is responsible for house-keeping and maintenance of records.
8. He is responsible for maintenance of regular attendance and discipline in Traffic Manager's Office.
9. He will attend to leave applications of all Class III and Class IV employees of Traffic Department.
10. He will look after the overtime allowance and night weightage claims of the employee of Traffic Department.
11. He will attend to other duties as may be assigned by Traffic Manager/Deputy Traffic Manager.

STATISTICAL AND RESEARCH OFFICER

1. Statistical and Research Officer is incharge of the Statistical Section.
2. He is responsible for maintaining a Data Bank and timely supply of required information.
3. He is responsible for submission of Statistical returns and other information to Ministry and

WHARF SUPERINTENDENTS

There are three Wharf Superintendents; one Zone B and the other two at Zone 'A' attending duty shifts.

The Wharf Superintendents will report to the concerned Assistant Traffic Managers.

The Wharf Superintendents shall inspect all the Transit Sheds, Warehouses, Wharves and other open area regularly and issue instructions for the various works connected with the landing, loading and delivery of cargo to the concerned subordinates then and there.

They will arrange for proper stacking of cargo.

They will check the weigh bridges at the admission and delivery side and outside the Green Gate also very often and report any irregularity noticed.

They are responsible for keeping entire Port area including the sheds and wharves clean and tidy. In this context, they may have suitable liaison with Engineering Department (Civil Branch) whenever necessary.

They shall ensure good supply of drinking water to cargo handling workers and other parties as required under the provisions of the Dock Workers Regulations and also report about the accidents if any then and there and take action as required under the provisions of the relevant rules and regulations.

They will be responsible to see that the rented plots in the open area and warehouses are covered by appropriate permission and also report any unauthorised occupation apart from watching the collections.

: 8 :

10. They are responsible to see that the services rendered are paid for and that the diaries and other records and registers are maintained correctly by the Supervisors.
11. They will examine the Shed Doors, Windows, etc., and other properties belonging to the Port in the Sheds and Warehouses and report any defects noticed then and there to concerned officers.
12. They will also attend to other work assigned by Traffic Manager/Deputy Traffic Manager/Assistant Traffic Manager.

PUBLIC RELATIONS OFFICER

1. Public Relations Officer is incharge of the Public Relations Section.
2. He is responsible for the reception of Officers and VIPs visiting the Port and looking after their journey reservations, accommodation, boarding arrangements, etc.
3. He is responsible for managing the matters relating to the Port Guest House, making arrangements for Port functions, Publicity work Press, release of advertisements, etc.
4. He will ensure that all the T & P items in Port Guest House are properly accounted and exercise periodical review.
5. He is responsible to maintain an inventory of T & P items and to ensure that unserviceable items are disposed of by proper means.

4. He will maintain proper accounts for the expenditure incurred and also for the collection of rent made. He will also maintain the taxi usage register, etc.
5. He will liaise with other Departments/Agencies/Port Users/Legal Adviser/Government Press, etc., as may be required in connection with the Port work.
6. He will attend to all the correspondence received in the Guest House at Madras and ensure timely action.

ASSISTANT SECRETARY (INDUSTRIAL RELATIONS)

1. Assistant Secretary (Industrial Relations) is incharge of Industrial Relations Section.
2. He will deal with all matters relating to industrial disputes, Unions and Associations, Welfare, etc.
3. He is responsible for making proper arrangements for the conduct of conciliation meetings, etc..
4. He will closely follow the I.D. cases pending in the Courts and is responsible for timely action.
5. The Communication Cell is under his control and he is responsible for maintaining uninterrupted communication facilities and the other related work and timely payment of all bills of Telex/Telephones.
6. He will attend to all the matters relating to the Port Guest House-Cum-Liaison Office at Madras.

DUTIES AND RESPONSIBILITIES OF TRAFFIC SUPERVISORS

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Duty Our: Round the Clock on all three shifts - by turn.

1. The Traffic Supervisors are responsible to ensure prompt and punctual attendance of subordinate staff like Out Door Clerk, Pointsman, Khalasi (Traffic) and Safaiwala and for proper discharge of their duties having complete supervisory and administrative control at each Berth. Ensure that sufficient ~~Tal~~ Out Door Clerks are posted for the landing and shipment of dutiable cargoes.
2. They are responsible to ensure careful handling of cargoes both imports and exports and for proper storage of cargo, commoditywise and for proper delivery of these goods. Regulate the movement of Import and Export cargoes by road and rail inside the Transit Shed and Platform without dislocation for landing and shipment of the vessels. It is also the ardent responsibility of the Traffic Supervisor to handle carefully the dutiable and valuable cargo like liquor, hazardous cargo, cloves nutmeg and personal effects and their proper storage.
3. From the berthing of a vessel at a berth till its sailing they have to do liaison between the ship personnel agents and mercantile public and should ensure that all the facilities are provided without delay for working of import and export and also for the correct receipt and delivery of cargo.
4. Taking appropriate action in the event of casualties, accidents and thefts, all without any loss of time and all by himself alone from major part of the responsibility.
5. They are also responsible for the adequate supply of mechanical appliances and gears and also have to take immediate steps in the event of their break downs. All the prepaid vouchers for Overtime, Cranes and Front End Loader and siding charges are to be checked before rendering service and supply of mechanical appliances.
6. Supply of fresh water from hydrant and by barges for vessels according to priority is also his responsibility. Also necessary precautions are observed for the bunkering of oil to vessels on shore.

age:

It is also ensure that all recoveries or revenue for the services rendered to ships, mercantile others are effected.

Court cases involving thefts in the harbour and commercial public the Traffic Supervisor of duty present to defend the Port Trust by giving evidance ting claims in the court of law. Above all the ormed by the Supervisory staff are not merely ut also ministerial and administrative too, in that umentation work on Import and Export side in regard ng of cargo and correspondance related to them have ded to by these categorieis in sequence, and alps the and performance of all the sub-ordinate category at the berths have to be controlled effectively the und the Clock.

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DUTIES AND RESPONSIBILITIES OF OUT DOOR CLERKS

Duty Hour : Round the clock on all shifts - by turn.

1. Assisting Traffic Supervisors in all their responsibilities by ensuring prompt facilities in import and export cargo vessels.
2. Collect data for recovery of O.T., Cranche and demurrage charges on all import and export cargoes. They are also engaged for collection of data for raising rentals for cargoes stacked in covered and open spaces.
3. Weighments of all bulk import and export cargoes in Port weighbridges and thereby raising the exact wharfage charges for all the bulk cargoes landed and shipped.
4. Executing important duties of passing out the import cargoes to the proper consignees commodity-wise as according to the Port documents after ensuring the full recoverable of all dues to the Port.
5. Maintain correct particulars of export cargoes at the export gates to facilitate the proper accounting of finalisation of all port dues for the respective vessels.
6. Attend Oil tankers at the Oil Jetty without dislocation in the pumping operations. They inform the correct position and safety of Oil tankers working round the clock.
7. Maintain all records and submit daily, weekly and fortnightly returns for the Traffic Statistics from all their respective points of postings.

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DUTIES AND RESPONSIBILITIES OF KHALASI (TRAFFIC)

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by Hour : Round the Clock on all three shifts - by turn

They are assisting with Officers, Supervisors,
1 Out Door Clerks in all points both at ~~XXXXX~~ Zone 'A'
2 Zone 'B'.

With due instructions from the Supervisor, the
Khalasi (Traffic) are engaged for supply of ~~supply of~~ fresh
water to the Ships.

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DUTIES AND RESPONSIBILITIES OF POINTSMAN

Round the clock on all three shifts - by turn.

1. With due instructions from the Supervisors the Pointsmen are engaged for shunting of inward loaded Wagons at mini-yard and place at Wharf side for direct feeding and platform side for shed stacking at all the four berths and two transit sheds and siding.
2. They are ~~xxx~~ similarly engaged for removal of released empty wagons and outward loaded wagons from all the points and remove them to the mini-yard.
3. They are engaged in the formation of outward rakes of empties and loads in the correct formation for onward despatch from the Port area.
4. They are engaged for releasing of all railway points for receipt and despatch of both ~~xxxxxxx~~ Southern Railway and Port Locos without much loss of time in transit inside the Port area.
5. Coupling and uncoupling of wagons at the Wharf and mini-yard is done for the fast movement of the rolling stock.
6. They are also engaged for the petty maintenance of the railway points and tracks.

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DUTIES AND RESPONSIBILITIES OF HEAD WATCHMAN
AND WATCHMAN

Duty Hour : Round the Clock on all three shifts - by turn

1. They are posted to two main gates at Zone 1st of the

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DUTIES AND RESPONSIBILITIES

TY CONSERVATOR

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The Deputy Conservator is the Head of the Marine Department and is incharge of control, direction and management of its Marine Department and is responsible for it to the Administration of the Port.

He must make himself conversant with all Acts and Rules, Regulations and by-law issued thereunder and all orders issued by Government and the Administrator that may be in force from time to time so far as they relate to the working of his department and must see that they are fully observed.

Principal Duties:

He is responsible for the maintenance of good order and the administration of all matters up-on the water area which is under the control of the Conservators.

He is responsible for the entering and clearing of ships, their piloting berthing movement and generally for their safety within the Port at all times.

- a) He must exercise supervision over the Harbour Master and Pilot and see that they make them-selves thoroughly acquainted with the standing orders issued for them.
- b) Posting for pilotage work and questions of discipline amongst the Harbour Master and Pilots shall normally have the personal attention of the Deputy Conservator.

After the Harbour Master and

-: 2 :-

must be conversant with the Cyclone Code and is responsible for the hoisting and lowering of storm signals. At issue detailed, supplemental rules applicable to Department regarding the precaution to be taken when the is there attended by a storm.

is responsible for carrying out of the rules in force regard to casualties to shipping and for carrying out procedure laid down by Government for adoption in connection with shipping casualties.

must deal with a report accidents in accordance with the existing orders.

must carry out, subject to the rules and regulations, for the time being in force, the duties imposed on the Port in its capacity as Receiver of wrecks.

must see that the rules issued by Government by the Port in regard to discharge and shipment petroleum, explosives, carbide calcium and all goods coming under the category of dangerous goods are duly observed.

is responsible for the navigational lights of the Port and Port Signals.

is responsible for the Port's Fire Fighting apparatus, equipment and organisation, both ashore and afloat.

to be in good

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MASTER

The Harbour Master will be responsible to the Deputy
Conservator for the proper execution of the following duties and
proper exercise for the following powers:-

The Harbour Master will be in overall charge and will be res-
ponsible for the efficiency and maintenance in good repair of
all navigational aids, floating crafts, springs and fenders etc.
in charge of the Marine Department.

He is responsible for the discipline of all employees in the
Marine Department. He should sign all applications for leave
of Pilots, and Section Heads and remark upon them before
they are forwarded to the Deputy Conservator.

He should conduct the correspondence of the department, re-
ferring matters to the Deputy Conservator whenever necessary.

The Harbour Master must not communicate orders of the Govern-
ment on any matters or confidential knowledge of any kind which
come to him in the course of his duties to persons outside
the Trust.

He should scrutinise and sign on each working day the following
certificates, registers and bills :-

He should attend to the berthing meetings and draw up pilotage
programmes in consultation with Traffic Manager and the
Steamer Agents.

Maintenance of confidential reports of all staff on floating
craft.

Granting permits for welding.

Arranging for work for the conservancy Diver.

-: 2 :-

He will arrange for a Master from the Port Trust Tug proceeding outside the port limits either on salvage operations or any other special work.

He must assume control of fire fighting operations in the absence of, or until the arrival of the D.C. who is charged with the responsibility of being the Safety Officer of the Port.

He is deputed to deal with all matters regarding berthing, shifting and sailing of vessels on behalf of D.C.

He can exercise the powers of the D.C. in absence in dealing with all routine matters.

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Subject to the general control of the Deputy Conservator and Harbour Master, the responsibilities for carrying out shipping movements will rest with the Pilots.

The Pilots will undertake to carry out shipping movements as allotted to them by the Harbour Master and in emergencies during bad weather pilots will remain available for work as desired by the Harbour Master irrespective of their shift hours, if any.

Pilots will call at the Office daily and acquaint themselves with the latest changes of depths and other development in the Harbour. They shall ensure that all details of movements done by them are recorded in the log book at the Harbour Master's Office, wherein the following particulars of the ships piloted are to be noted by them i.e. name of vessels, length of vessel time boarded, time left piloted from or to, draft, state of tide, weather conditions, name and number of tugs and boats used, and general remarks about the peculiarity of the vessel piloted.

Pilots shall exercise due caution at all times and be responsible for the safety of the ships under his charge. They shall report in writing to the Deputy Conservator and the Harbour Master of any case of misconduct observed on the part of the Port's crew or ships personnel. Similarly they shall also report any observations made regarding any peculiarities or deficiencies in the vessels piloted by them.

The Pilots shall not permit any person to board the Pilot launch without the consent of the Harbour Master. However, in cases of emergencies they may use their discretion in that

-: 2 :-

Pilots must give particulars attention to the times of high and low water given on the tide tables during the monsoons. Since high and low water tides do not coincide with the turning of the stream, there may be variation in the behaviour of tides from day to day in different parts of the Harbour.

Pilots shall ensure that the Pilot launches when engaged on duty exhibit the regulation signals both by day and night as stipulated in Rule No.29 of the International Regulations for prevention of collision at sea.

While carrying out their day to day duties Pilot shall keep a watchful eye for any changes in the depths of the navigable channels or in any alternation in the charted position of buoys or navigational marks etc., and report forthwith any observations made that are likely to affect the safety of navigation to the Harbour Master and Deputy Conservator.

Pilots shall not bring into outer channel or commence to unmoor a vessel in the inner harbour while a squall is threatening to break out. He shall correctly assess the situation and wait till the squall has cleared before commencing Pilotage operations. Similarly the Pilots shall on no account take unnecessary risks by getting his vessel under way when the visibility poor that or lights cannot be distinguished. While under way ships exercise the utmost caution by keeping their reader or echo

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SIGNAL STATION

L BOATSWAIN

Incharge of the Signal Station.

Maintenance of the discipline of the staff working in the Signal Station.

Charting out shift allocation, of the staff of the Signal Station.

Proper, punctual, effective and systematic transmission of message/communications/orders etc. among the concerned officers of the Port, shipping agents, ships, etc.

The planning and taking of necessary steps wherever necessary for indent of stores required for the Signal Station.

Deal with all internal correspondences - Ordinary and confidential - in regard to his unit.

Maintenance of all required registers in an upto date condition.

Contact the shipping agents and to ascertain the following data and to inform the superior officers of the Port.

(a) ETA, LOA, draught and cargo of inward vessels.

(B) ETD of sailing of outward vessels.

To contact the Traffic Manager and to ascertain the shipping programme and berth availability to report to the concerned Officers.

To send the necessary data returns and reports to the concerned Officers of the department.

Displaying relevant storm warning signals whenever received.

Reporting of movements of suspicious vessels in the vicinity of the Port.

Arrange the berthing of Naval ships and get particulars for

-: 2 :-

Transmission of informations/messages to Agents in regard to vessels.

Reporting of fire, accidents, cap sizing of boats/launches etc. if and when occurred to all the concerned.

To observe the weather condition and nature of the sea, location of buoys, checking up the functioning of transit lights and light-houses; keeping vigilance look out on the unauthorised entry of boats/country crafts into the Harbour and Ships anchoring in Port Limits.

Passing/receiving communication through various methods such as lights, semaphore, flags, telephones etc.

Display of weather warning signal at the station and keeping informed all concerned.

Should be conversant with the rules and regulations of the Port. All and any other works as and when assigned by his superiors from time to time.

F. OPERATOR

Operation, maintenance and performance of all sorts of VHF Sets and equipments exist in the whole shift.

Attending to minor technical repairs.

VHF Sets battery charging and maintenance.

Passing/receiving messages to and from the ships and Agents and

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-LPS-

PORT FIRE SERVICE.

D ASSISTANT SAFETY OFFICER

The Fire Officer is the executive and technical head of the Port Fire Service in which capacity he shall be directly responsible to the Deputy Conservator through Harbour Master for the proper organisation and efficient management of the Port Fire Service.

He is incharge of all fire stations in the Tuticorin Port Trust and is responsible for the administration and operational efficiency of all the Fire Stations.

He will also function as the Fire Adviser to the Port Trust and shall advise the Deputy Port Conservator through Harbour Master on all matters regarding the Fire Protection of the Port and Port cases.

He will maintain through his subordinate officers a close and mutual understanding between the Officers of other departments and fire service in the Port Trust.

It is the duty of him to make himself acquainted with the character and work of his subordinates.

He is also responsible that the Safety Inspector and Sub Officers under him, work efficiently and it is his duty to bring to the notice of Deputy Port Conservator through Harbour Master any defects of character or temperament or want of Zeal which dis-affect from their utility as Safety Inspector and Sub Officers.

He shall make necessary arrangements for the transactions of all urgent important work during casual leave taken by him .

He shall be responsible for the training, discipline and welfare of all the other ranks of the Port Fire Service, as

-: 2 :-

He shall be responsible for all reference books in his custody and for submission of all returns, statements and office correspondence.

He should carry out regular inspection of each Fire Station in the Tuticorin Port Trust at least once in three months and send a report to the Deputy Conservator through Harbour Master.

During his inspection, he should conduct the kit inspection of the persons.

He shall submit fire reports within 48 hours of their occurrence excluding Sundays and Holidays to the Deputy Conservator through Harbour Master.

He shall carry out any other duties as may be assigned to him from time to time by Harbour Master or Deputy Conservator.

He shall make surprise checks of Fire Stations under his command, at least once a week and carry out physical verifications of equipments in Fire Station. He shall also give test turnout during his visit at different intervals of time.

INSPECTOR.

Operational Head of the "Watches" in which he works from day to day.

He shall turn out for all fire that occur during the course of his duty and shall remain in charge of the Fire fighting operational till his superior officer comes.

He shall be responsible for ensuring the fire pumps, fire fighting

B OFFICERS:

Sub Officer is in charge of the Fire Station to which he is posted as shift duty and he is in command of the Fire Station. Responsible for the efficient working of Fire Station and proper maintenance of appliances and equipments under his command. Primarily responsible for the perfect discipline, training, parades, drills classes etc. and the general cleanliness of the area.

Responsible for routine duties, interpretation of the orders, proper maintenance of station strength and for assignment of duties to his sub-ordinates.

Should know the topography of the Tuticorin Port Trust Fire Station, water sources etc. and should see that all the staff working under him are conversant with them.

Shall be responsible for receipt, custody and issue of all time of appliance, stores and other valuables.

Shall be responsible for the proper maintenance of all registers and records of the station, proper and punctual submission of returns etc.

Should conduct atleast one daily test turn out to turn up the efficiency of the staff.

Any other works assigned by his superiors.

LEADING FIREMAN:

Leading Fireman is the head of the crew attached to each Fire

-: 4 :-

MECHANIC

responsible for the supervision and maintenance of all appliances at the station level.

ould attend to the oiling, greasing, correct maintenance of re pressures, petrol, water & Oil levels and checking of nuts lts etc.

sponsible for carrying out all running repair with the sistance of Fireman Driver.

ould also attend fire calls, for which is station appliance e turned out.

ould check up all appliances daily and in case of any break wns he should report to his superiors.

charge of the Hose Binding and Hose Vulcanising etc.

ould arrange for the servicing of the appliances at the e date, and attending to minor repairs then and there.

all carry out duties of a Fireman Driver whenever required.

y other duties as and when assigned by his superiors.

DRIVER

miarily responsible for carrying out the daily routine for the maintenance of the appliances.

ects noticed by him should be reported immediately to the y Sub Officer.

the absence of Driver Mohan... at the Station... the Fireman

will come under the control of Leading Fireman.

jointly and severally responsible to the Leading
of the Unit for the care, appearance and cleanliness
unit and all the equipments carried thereon.

able for the upkeep, maintenance and storage of
 equipments allotted to him.

as messengers by turns whenever necessary.

posted for patrol duty for maintaining fire preven-
and Fire protection whenever the petroleum products
ous cargoes are loaded or unloaded.

as sentries.

transmission of message wherever necessary.

or duties as and when assigned by his superiors.

working as sentries, the Fireman has to guard the
es, have a watch on things happen ing around him to
e of the movements of staff, tools and plants,
ies etc.

ENGINEER - OFFICE

- a) Overall incharge of all the Marine Workshops.
- b) To assist the Deputy Conservator in co-ordination, planning budgeting and technical aspects of Marine Workshop, Drydock and Floating Crafts.
- a) To attend all the correspondence related to new construction of floating crafts in technical matters.
- b) Prepare technical specifications.
- c) Scrutinising drawings.
- d) Inspection of floating crafts under construction at various stages.
- e) Making arrangements for the stage payments.
- f) Taking over the floating crafts.
- g) Attending all the correspondence related to guarantee claims.
- a) Prepare drydocking schedule for high powered Tug.
- b) Scrutinise defect lists.
- c) Inviting quotations and arranging shipyard for Dry Docking.
- d) Keeping liaison with the shipyard for the drydocking work.
- e) To scrutinise the bill and arrange payment.
- a) Attending to all the correspondence with IRS and MMD related to the periodical survey on the floating crafts of this Port.
- b) Arrange surveyor for attending to the Survey work.
- a) Incharge of arranging technical Training Programme for the employees of this department.
- b) Keeping liaison with other departments on technical matters connected with Marine Workshop and Floating Crafts.

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Continuing defect list for the drydocking of the floating craft attached to Zone A.
Attending to all the correspondence related to the workshop personnel.

ENGINEER - ZONE B

Overall incharge of the Marine Workshop at Zone B.
Overall incharge of the drydock at Zone B.
Attend to all the work reports or work order received from the floating craft division and fire service section.
Prepare drydocking schedule of the tugs and launches which are to be drydocked at Zone B.
Prepare maintenance schedule for the equipments available in the Marine Workshop and drydock at Zone B.
Attend to all the survey work for the floating crafts in the dock and attached to Zone B.
Parts planning and inventory control of spare for all the series.
Manage the imprest Cash provided at Zone B.
Attend to all the correspondence connected factory act.
Send the annual return of workshop in the month of 1st January every year.
Half yearly return in the month of July every year.
Disturbance allowance return in the month of July every year.
Workshop licence renewal in the month of October, every year.
Annual examination of pressure plants for every six months.
Hydrostatic examination of pressure plants every two years.

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- a) Monitoring the progress of the work and to maintain the schedule as per the part chart.
 - b) Attending to the work order received from floating crafts attached to Zone B and Fire Service.

Periodical inspection of the stores and the maintenance of all the records.

Inspection of the floating Crafts before and after the drydocking.

Incharge of the tools and plants attached to the workshop and drydock at Zone B.

To carry out all the Survey work on the floating Crafts.

- a) Preparation of the annual requirement of spare and stores.
- b) to scrutinise the indents for the spares and stores.

To prepare the schedule of work for the day well in advance.

Directly answerable to the Marine Engineer regarding the works.

Keeping liaison with the floating craft operating section.

Any other work assigned by the superiors from time to time.

DR ENGINEER -ZONE B (MARINE)

- a) Incharge of all the routine works, breakdown repairs and other works in the drydocking, workshop fire Service and floating crafts.

- b) Distribution of works to the various categories as per the daily schedule of work.

- a) Supervise all the works carried out in the workshop, drydock, Fire Service equipments and on the floating Crafts.

Monitor the progress of the work.

To inspect the works carried out by the workers.

- a) Prepare indents for the stores and spares.

- b) To inspect and certify the suitability of spares received

assist the Assistant Engineer for carrying out all the surveys on the floating crafts.

Keep liaison with floating crafts operation section to deal with the day to day operating problems.

Other work assigned to him ~~for~~ from time to time.

(MARINE)

Supervise all the works carried out in the Marine Workshop, Dock and on the floating Crafts.

Allocation of work to all the categories.

Monitoring the progress of works.

Issuance of indents for spares and stores.

Keep proper accounts of receipts and supply of stores and parts.

Issue the journal voucher including costing for the works.

Work done out in the workshop, drydock and on the floating crafts.

Preparing the drydock for docking and undocking of floating crafts.

Arranging the blocks inside the drydock for docking the floating Craft.

Assist the Assistant Engineer for the preparation of Annual Requirement of spares and stores.

Direct the works carried out by the workers and guide them when needed.

Other work assigned to him from time to time by his Superiors.

CHARGEMAN (MECHANICAL)

Supervise the works carried out in various sections of

Responsible for all the works entrusted.

To attend to all the works assigned during the docking and undocking of floating Crafts.

To prepare a list of worn out parts to be replaced while overhauling the machineries.

To adjust in the equipments and machineries the necessary tolerance, clearance, backlash etc while attending the overhauling and maintenance work.

To take trial on the overhaul equipments in order to ascertain the right performance before handing it over for service.

To guide the juniors working under them.

To attend to all the works assigned by the superior officers.

Responsible for the Tools and Plants items entrusted under their charge.

To handover all the old parts replaced during overhaul to the stores.

Any other work assigned to him from time to time.

MANIC

To attend to repair and overhauling of all machiniers and equipments fitted on board the floating Crafts, workshop, drydock, the & equipments fitted in the Fire Service vehicles and the equipments fitted on the fixed fire fighting installation at Zone A and Zone B.

To attend to all the works assigned while docking and undocking of floating Crafts.

To prepare a list of wornout parts to be replaced during the overhauling.

To adjust the necessary tolerance, clearance, backlash etc.

in the equipments on which.

-: 6 :-

ST. TURNER

attend all the machining works mainly related to lathes.
there is not adequate work available on the lathe, to
attend to other works as assigned by the superiors.
attend to all the works assigned during the docking and un-
docking operation of floating Crafts.
responsible for the Tools & Plants items entrusted under his
charge.
ensure the fitting and clearance of the parts machined.
attend to the upkeep of the lathe and carryout oiling and such
other maintenance work.
other work assigned to him from time to time.

H/ASSISTANT BLACKSMITH

attend to all the works related to blacksmithy in connection
with all the works attended by the Marine Workshop at Zone B and
C as and when required.
attend to works on board the floating crafts in the drydock as
well as afloat.
there is adequate blacksmithy work to attend other works as
assigned by the superiors.
responsible for the Tools and Plants items entrusted under his
charge.
operate the power hammer.
attend to all the works assigned while docking and undocking

-: 8 :-

- Responsible for the Tools & Plants items entrusted under his charge.
- To attend to all the works assigned to him while docking and undocking of floating crafts.
- To attend to all the works assigned by the Superiors at both Zone A and Zone B as and when required.
- Any other work assigned to him from time to time by the Superiors.

ITER

- To attend works connected with shipside valves, telegraph system, steering links pipe line system on various floating crafts, workshop at Zone A and Zone B.
- To operate the air compressor.
- To attend to all types of fighting works.
- To attend to all the works assigned while docking and undocking of the floating crafts.
- Responsible for the Tools & Plants items entrusted under his charge.
- To maintain the pneumatic line and fittings.
- Any other work assigned from time to time by the Superiors.

NER

- To assist the Senior Mechanic and Mechanic for all the works attend by them at Zone A & B.
- To attend to the cleaning of the parts of all the machineries and equipments dismantled for overhauling.
- apping of cylinder head valves and overhauling of cylinder heads.
- To assist and carry out all skilled/semi skilled works carried out by Senior Mechanic/Mechanic/Asst. Mechanic on various works

ASSISTANT CARPENTER

1 to all the carpentry work on board the floating crafts
drydock as well as while at afloat.

1 to the caulking work on the floating Crafts.

1 to repair works on all the wooden fittings and
s.

1 chocks and blocks in the drydock for docking of the
Crafts.

1 to the shoring while docking the floating crafts.

1 to the plumb line while docking the floating crafts.

1 to be for all the tools and plant items entrusted under
control.

1 to all the works assigned by the superiors.

1 to the Juniors working under him.

1 to all relevant works at both Zone A and Zone B as and
required.

1 to all the works related to plate renewal on board
Crafts, fire service equipments, and fixed fire
installation equipments.

1 to all the works of marking on the plates.

1 to the plate bending machine in order to shape the
the required contour.

1 to all the works assigned while docking and undocking
the floating Crafts.

1 to ensure the plates properly.

1 to ensure the plates on the floating crafts while in-

MARINE SURVEY DIVISION

-92-8/

MARINE SURVEYOR

1. Incharge of the Hydrographic survey wing of the Port reporting direct to the Deputy Conservator.
2. Plan and execute all surveys required by the Port for navigation, pilotage etc.
3. Supervise the ^{Deputy Hydrographic Surveyor} Assistant Marine Surveyor, Junior Marine Surveyor, Field Assistant and other staff in the performance of their tasks.
4. Incharge of soundings to any scale.
5. Incharge of sweeping operations.
6. Incharge of all Grid computations of the UIM projection including intersection and resection.
7. Incharge of collecting completely and rendering complete data.
8. Incharge of Triangulation and Triangulation surveys.
9. Incharge of all Hydrographic Records of the Port.
10. Incharge for drawings and checking of fair sheets and final trainings.
11. Incharge for the safe custody and maintenance of records for Hydrographic instruments, stores, books and stationery.
12. Organise the Hydrographic Survey wing complete and supervise the same.
13. Carry out all chart form calculations with the calculating machine.
14. Incharge of the operation of photo copies.
15. Incharge of all theodolite observations vertical and horizontal angles.
16. Checking of Theodolites, permanent and temporary adjustments.

o clean bilges and tanks, cement washing of tanks inside the
loading Crafts.

o attend all the manual works assigned to them.

o bring stores, spares, plates from main store/Sub Store.

cleaning of machinery parts.

cleaning of oil pumps.

Carrying oils and filling up of tanks and engine pumps.

Cylinder overhauling, lapping of valve seats.

Cutting gaskets and packings.

help lifting of spares and equipments.

To attend to all the work assigned by the superiors at both
Zone A and Zone B as and when required.

-: 2 :

Incharge of maintenance and operation of the Automatic tide gauge.

Incharge of the maintenance, operation and rendering of data by the Port Meteorological observatory.

Incharge for operation and maintenance of all electronic equipment.

Incharge of the operation and maintenance of Echo Sounder.

Incharge of the operation and maintenance of the survey launch.

Incharge of the maintenance and operation of survey boat.

Incharge of all levellings.

Incharge of the studies of littoral drift outside the harbour and the reports.

Incharge of the study of coastal erosion.

Prepare specification for the various hydrographic survey equipments.

Prepare all monthly, quarterly, half yearly and annual returns of stock etc.

Carry out complete triangulations survey with all calculations information, of co-ordination etc.

Conduct classes and train all staff working in the division.

Daily briefing, planning and distribution of work.

Maintenance of office of the Marine Surveyor.

Preparation of list of annual requirements of stores, etc.

and the procurement.

Look after the safety of men and materials.

Reduce the following

-89-

To attend to all the works assigned while docking and undocking of floating Crafts.

To prepare a list of annual requirement of spares required for the electrical equipments.

Any other work assigned by the superiors from time to time.

O ELECTRICIAN GRADE II

To attend all the electrical works on board the floating crafts, workshop, drydock, fire service equipments and fixed fire fighting installations at Zone A & B as and when required.

To maintain the battery starting system of the floating crafts, fire service equipment, fixed fire fighting installation and other equipments fitted with battery starting arrangement.

To charge the new batteries.

To overhaul attend to the repair work of starter, motors, dynamos, electric horn and cutouts.

Responsible for the Tools & Plants items entrusted under his charge.

To attend all the work assigned while docking and undocking of floating Crafts.

Prepare a list of spares required.

Any other work assigned by the Superiors from time to time.

DOCK SERANG

To supervise the work carried out in the drydock.

Incharge of preparing the vessel for docking.

Incharge of preparing the drydock for docking.

To ~~dispute~~ work and supervises the same.

Incharge of cleaning, chiping, painting the floating crafts taken for repairs/drydocking.

Responsible for Tools & Plants items entrusted under his charge.

-: 10- :-

tie the shore supports.
lift and transport heavy equipments and machineries.
clean, chipping and painting on the floating crafts.
other work assigned from Time to time by the Superiors.

(DRYDOCK)

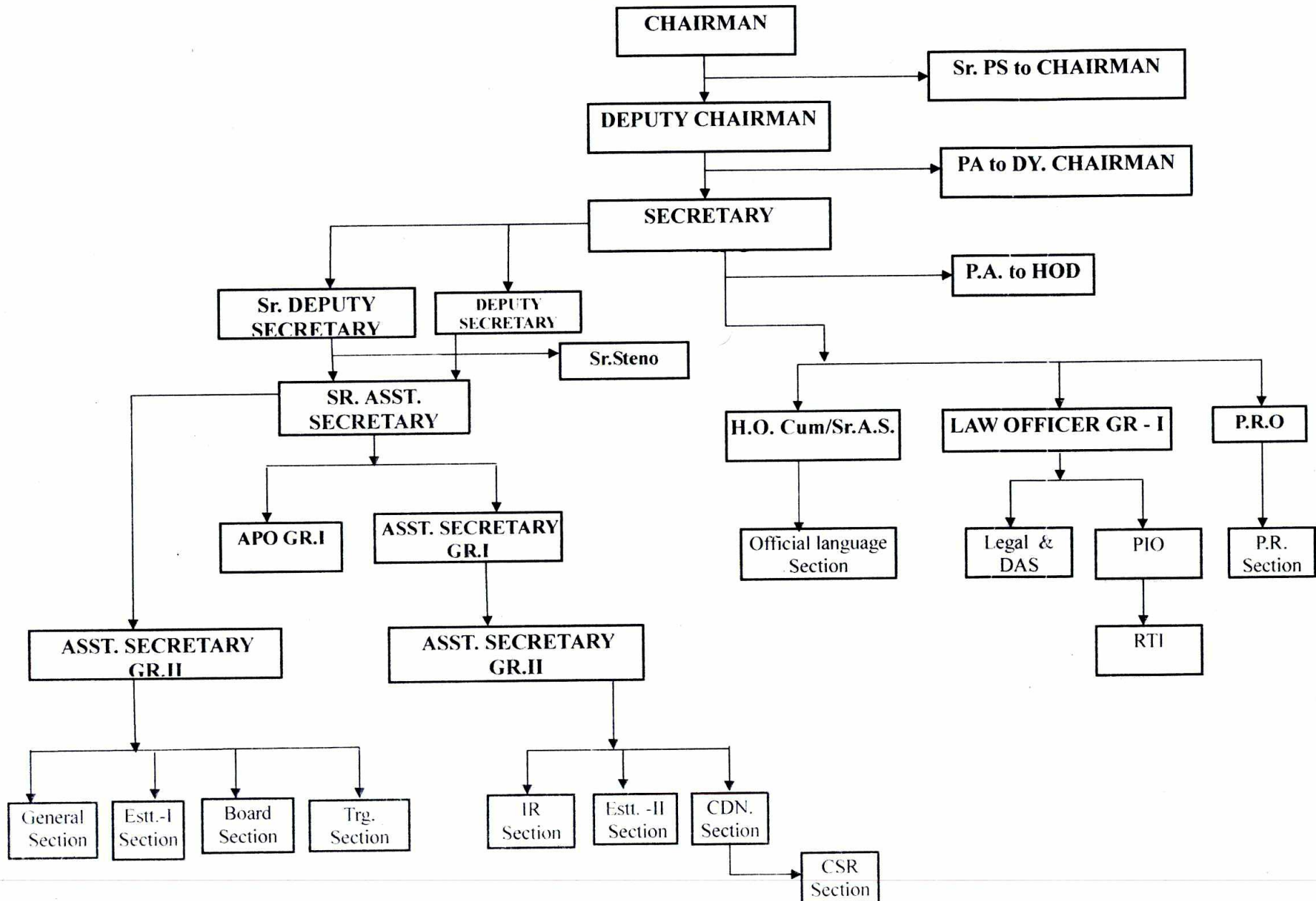
cleaning the drydock.
chipping, cleaning and painting.
assist and carry out all the workshop and drydock, Fire
service and oil jetty installation, skilled and unskilled works.
cleaning bilges, tanks, cement washing of tanks inside the
floating crafts.
starting the drydock pumps.
cleaning the parts of all the machineries and equipments.
greasing and oiling of equipments.

(DOCK) :

to handle the sand blasting machine, high
pressure water jetting machine, spray painting
machine and chipping and wire brushing machine.
assist the Mechanic/Assistant Storekeeper for maintaining the
stores.
prepare issue slip and get it signed.
cleaning the spares kept in the store.
arranging all the stores and spares in the store and cleaning the
stores.
maintain all the registers related to receipts and issue.

4. Draw minor fair sheets and tracings.
5. Assist with the compilation of chart-room records.
6. Mount and flout off sounding boards.
7. Corrects charts from Notices to Mariners.
8. Record all forms of surveying activity ashore, except observation for position from heavenly bodies.
9. Act as 10 ft. polo/tech stave man for coastlining and other surveys.
10. Set up minor shore marks and assist in the rigging of all other forms of shore marks, beacon, tidepole and guage.
11. Assist with the erection of Hifix installation.
12. Assist in marking and describing the triangulation stations and bench marks.
13. Record for all surveying activities afloat.
14. Assist in the rigging of all forms of floating marks.
15. Assist in the rigging and use of all forms of surveying and oceanographical equipment in use in survey launches.
16. Make up and use load lines and bar check lines.
17. Rig Bathythermograph boom and winch.
18. Adjust a sextant and use it to take both vertical and horizontal angles.
19. Operate Dacca Radar.
20. Obtain time singls and ehck chronometres and watches.
21. Act as dry laboratory watch keeper.
22. Record for soundings using electronic fixing aides.
23. Assist with large scale surveys as follows:-
 - a) Providing control
 - b) Preparation of boards
 - c) Obtaining soundings using lead lines
 - d) Recording data

ANNXURE - II
GENERAL ADMINISTRATION DEPARTMENT
ORGANISATION CHART



Annexure - III

V.O.CHIDAMBARANAR PORT TRUST

CITIZEN CHARTER

Key Functionaries:-

1. Chairman :- Chairman appointed by Government of India is the authority controlling and co-ordinating the functions of the Departments of the Port.

2. Deputy Chairman:- Assists Chairman

HEADS OF DEPARTMENT

1. Secretary:

Head of General Administration Department and also Nodal Officer for Citizen Charter as well as the Director of Public Grievances of this Port. Responsible for co-ordination with all Departments. Personnel matter including training activities, Board matters, assisting the Chairman/ Deputy Chairman in the matter of administration of the Port and looking after matters relating to CISF.

2. Chief Vigilance Officer:

Head of the Vigilance Department of the Port ensuring corruption free atmosphere in Port.

Head of the Vigilance Department of the Port ensuring corruption free atmosphere in Port.

3. **FA&CAO:**

Head of Finance Department - Responsible for maintenance of accounts, finalization and settlement of bills, budgeting and matters relating to scale of rates, and also responsible for functioning of EDP.

4. **Chief Mechanical Engineer:**

Head of Mechanical & Electrical Engineering Department. Responsible for maintaining and operating various cargo handling appliances of the Port. Supply of equipments for cargo handling as requested by Traffic Department. Provision of electricity to facilitate smooth operation of the Port, purchase of capital equipments for Navigation/cargo handling/container handling / electrical operations and procurement of stores required for all Departments, custody of stores and disposal of the surplus and un-serviceable Planst and Machinery and Stores of all the Departments and maintenance of floating crafts. Planning and execution of PPP Projects, Green Port initiatives and other revenue share model projects. Maintenance of Port's Telephone Exchange, CCTV and other communication equipments.

5. **Chief Engineer:**

Head of Civil Engineering Department. Responsible for providing infrastructure and maintenance of Wharf structures, Warehouses, Transit sheds, Container yard, Buildings, Roads, Dredging, Marine Survey and Allotment of land outside custom bound area.

6. **Deputy Conservator:**

Head of Marine Department - Responsible for conservancy of the Port, Berthing, Un-berthing, Shifting of the vessels, Works relating the Navigational Aids, Operating of floating crafts, Pollution control cell, VTMS Operations,

Signal Station and Safety inside the Port. He is responsible for Maritime Communication, Fire Service to meet contingencies, Meteorological Observatory and maintaining weather Reports. As per ISPS norms Deputy Conservator is the Port Facility Security Officer (PFSO) responsible for facilitating security between Port and the Vessels.

7. Chief Medical Officer:

Head of Medical Department consisting of Main Hospital, Dispensary at Port Hospital and First Aid Centres. Responsible for the Hospital Materials Management and delivery.

8. Traffic Manager

Head of Traffic Department. Responsible for allotment of Berth, monitoring cargo handling activities, providing storage space for cargo (within custom bound area), arranging Port equipments to load/ unload cargo and authorizing clearance of cargo.

The above Departmental Heads, by virtue of their official status derive authority to monitor and control the activities under their charge.

Annexure – IV

**V.O.CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT**

WORK OF GENERAL SECTION

- (1) All Personal claims (GPF,OTA, Merit Scholarship, Tuition fees, Educational loan, Festival Advance, Conveyance Advance, Computer Advance)
- (2) Maintenance of leave particulars for all HOD, Dy.HOD and GAD Staff
- (3) Financial Contribution to School, Canteen & Sports Council, Welfare Club
- (4) Sanction of all Vehicle hire charges bill
- (5) Swachh Bharat
- (6) Receipt and Despatch
- (7) Retirement function conducted every month
- (8) Motor Spirit bill (CPT & CISF)
- (9) All monthly, quarterly returns
- (10) Maintenance of Stamp account
- (11) Speed post bill
- (12) Stationery items maintenance
- (13) Permanent Imprest, Swachh Bharat Imprest and Chennai Guest House imprest
- (14) Welfare correspondence
- (15) All matters relating to Chennai Guest House
- (16) Internal Transfer

- (17) Annual Budget
- (18) Administration Report correspondence
- (19) All Miscellaneous works
- (20) Biometric attendance system based attendance
- (21) Spot Purchase
- (22) Entertainment charges
- (23) Store work
- (24) Procurement of various items
- (25) Women's wing works
- (26) Other Miscellaneous work at time to time

Annexure – V
V.O.CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
ESTABLISHMENT SECTION - I

No.30/1/2018-E-I/D. 3668

Date:01 .12.2018

OFFICE ORDER

Sub: Distribution of works among the Officials of Centralized Establishment Section - I of GAD - reg
=====

The Distribution of works among the dealing hands in Establishment I section are ordered as detailed below with immediate effect:-

Sl. No.	Name of the Official S/Shri/Smt.	Distribution of work
1	M. Kandaswamy, superintendent	Shall attend to correspondence papers/files relating to Recruitment, Promotion, Seniority, Deputation, Retirement, Re - designation, Creation, abolition, declaration of probation, verification of character and antecedents, Medical examination, Resignation, pre-mature retirement under Regulation 5 of TPT Retirement Regulations, 1979, Grant of study leave, Court Cases (E-I), Resident audit, Internal audit, RTI, Grant of ACP/MACP, etc., pertaining to Marine & Medical Departments. In addition, he shall deal with the proposals for amendment to Regulations / Rules other than the Tuticorin Port Trust Employees (Recruitment, Seniority & Promotion) Regulations, 2008, Schedule of Employees, etc.,

2	Smt. A. Pushpakala, Head Clerk	Shall attend to correspondence papers/files relating to Recruitment, Promotion, Seniority, Deputation, Retirement, Re - designation, Creation, abolition, declaration of probation, verification of character and antecedents, Medical examination, Resignation, pre-mature retirement under Regulation 5 of TPT Retirement Regulations, 1979, Grant of study leave, Court Cases (E-I), Grant of ACP/MACP, Resident audit, Internal audit, RTI, etc., pertaining to Finance, General Administration Department & Traffic Department. In addition, she shall deal with the proposals for amendment to Regulations / Rules other than the Tuticorin Port Trust Employees (Recruitment, Seniority & Promotion) Regulations, 2008, Schedule of Employees, etc.,
3	Smt. N. Subbu Lakshmi, Head Clerk	Shall attend to correspondence papers/files relating to Recruitment, Promotion, Seniority, Deputation, Retirement, Re - designation, Creation, abolition, declaration of probation, verification of character and antecedents, Medical examination, Resignation, pre-mature retirement under Regulation 5 of TPT Retirement Regulations, 1979, Grant of study leave, Court Cases (E-I), Resident audit, Internal audit, RTI, Grant of ACP/MACP, etc., pertaining to Civil, Mechanical and Electrical Engineering & Vigilance Departments. In addition, she shall deal with the proposals for amendment to Regulations / Rules other than the Tuticorin Port Trust Employees (Recruitment, Seniority & Promotion) Regulations, 2008, Schedule of Employees, etc.,

Sd/-

SECRETARY

To
The Individuals through Deputy Secretary.

Copy to:

- i) All Officers of GAD
- ii) Guard File / Office order file.

Annexure - VI
Establishment Section - II

DUTY ALLOCATION TO THE STAFF PERTAINING TO ESTABLISHMENT SECTION II - OF GENERAL ADMINISTRATION DEPARTMENT

- i. Recruitment
 - ii. Promotion
 - iii. Transfer and Posting
 - iv. Audit correspondence
 - v. Compassionate Appointments
 - vi. Ministry/IPA/Other Port correspondence
 - vii. MACP
 - viii. Reservation- placing of Board Note for every quarter
 - ix. ID case
 - x. Preparation of seniority list of Ministerial cadre
 - xi. Correspondence with Ministry - Upgradation the post of Stationary Attender Cum Duplicating Operator
 - xii. Attending the files of other Department regarding Class III & IV
 - xiii. Review of reservation roster of Class III & IV of other Departments
 - xiv. Other works assigned by the Superior from time to time
-
- i. Manning Strength
 - ii. Retired employees on contract basis
 - iii. Returns
 - iv. Seniority
 - v. RTI Act
 - vi. ISO

- vii. Regularisation
 - viii. Grievance/Union correspondence
 - ix. Other works assigned by the Superior from time to time
 - x. Apprentice Training
 - xi. Amendment to Recruitment Rule for Class III & IV posts of Ministerial cadre
 - xii. Nomination of member for SSC/DPC/DSSC
 - xiii. Furnishing of Quarterly Statement to Ministry regarding Welfare Minority
 - xiv. Union correspondence
 - xv. Preparation of reply to Parliament question and IPA
 - xvi. Court case - (Canteen case, Seniority of UDC- Three cases)
 - xvii. Other works assigned by the Superior from time to time
-
- i. All the correspondence related to manpower contract such as preparation of Administrative approval preparation tender, tender process, issuing of work order passing of fills, etc.
 - ii. Correspondence related to Jhan Dhan Aadhaar
 - iii. All SAP works/e-mail works
 - iv. Monitoring attendance of contract employee
 - v. Other works issued by the superior from time to time

Annexure - VII
V.O.Chidambaranar Port Trust
General Administration Department
Coordination Section
Work allocation

Shri T. Jesiah, Head Clerk - Overall Supervision of coordination section

Ministry correspondence, IPA correspondence

Parliament Committee, Parliament Questions

Administration Report, Internal Training

External Training, Foreign Training

Inplant Training, Yoga Training, CSR

RTI remarks, Public Grievances

Declaration of Holidays, MSDC report

Monthly performance Report, Monthly DO Secretary Shipping, entry of training details in SAP, ISO correspondence, Citizen Charter, File movement, Maintenance of registers for trainings.

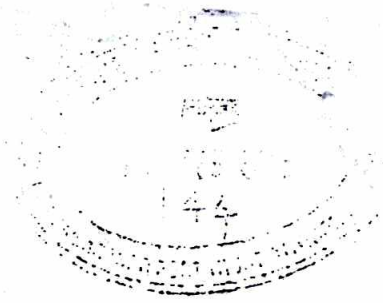
Pay & allowance, Medical TA & Reimbursement bills, Entertainment charges, Procurement of Stationery, Special imprest for Barakhana & Temporary imprest for sanitary items, Resurvey, File Movement, SAP work, Private Security bills. File movement, Thaphals received & entry. RAO remarks, Observance of Pledge. AMC for Toshiba Xerox Machine. Miscellaneous correspondence.

V.O.Chidambaranar Port Trust
General Administration Department
Board Section
Annexure - VIII

1. Consolidation of Agenda
2. Forwarding of Agenda to Trustees
3. Preparation of presentation
4. Preparation of Board Meeting
5. Preparing Minutes
6. Forwarding of Minutes to Trustees
7. Forwarding of all Bills related to Board Section
8. Correspondence regarding reconstitution of Board of Trustees
9. Correspondence to all Trustees
10. Reply to RTI related to Board Section
11. Maintenance of all records of Board Meeting

*Circulate to all
to make a decision
on the delegation of
financial powers*

Government of India
Ministry of Shipping
(Ports Wing)



F. No. 17011/1/2005-PG

Dated the 11th February, 2015

To,

The Chairmen, All Major Port Trusts

*Representation on
21/2/15 at
11 AM*

Subject: - Delegation of enhanced financial powers to Major Port Trusts.

The question of enhancing the powers delegated to the Major Port Trusts for performing their duties and functions as envisaged under the Major Port Trusts Act, 1963 (Act) has been under the consideration of the Government for some time. A Committee constituted under the Chairmanship of Additional Secretary and Financial Adviser in the Ministry of Shipping with representatives from the Major Port Trusts as members for making suitable recommendations on the issue has submitted its report. The Committee, while making its recommendations, has kept inter-alia, the following broad principles in view:

- i) Delegation of powers should foster faster decision-making;
- ii) It should result in effective implementation of projects and avoid time and cost overrun;
- iii) Higher levels of Port Authority should focus on important port development/ management issues and projects, not routine matters;

iv) Capacity Building of officers at Major Ports is of immense

*For
D. P. Singh
23.2*

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12	To insure materials / equipment in transit	Chairman- Full powers
13	To fix charges for works done in Port Laboratories.	Chairman- Full powers
14	To allow relaxation in r/o conditions for payment of EMD/SD/Liquidated damages	Chairman- Full powers in r/o contracts where the award of contract is within his powers
15	Single Tender/Special Limited Tender	Chairman- Rs.5 Crores, (Board - More than Rs. 5 Crores), subject to adherence of CVC guidelines Dy. Chairman- Rs.1 Crore, subject to adherence of CVC guidelines HODs- Rs. 50,000/-, subject to adherence of CVC guidelines
16	Grant of extension of time to the contracts awarded	Chairman- Full Powers upto contract value Rs.10 Crore Dy. Chairman- Full Powers upto contract value Rs.1 Crore HODs- Full powers subject to the recovery of LD, as per the contract
II. POWERS WITH REGARD TO ESTABLISHMENT MATTERS		
17	To transfer posts	Chairman- Full powers to transfer from one dept. to another dept. HODs- Full powers in respect of transfers within his/her dept.

Annexure - X/

Sub:- Details of Suspension, Major/Minor Penalty proceeding cases

Sl. No	Name & Designation of the Charged Officer	Date of issue of Charge sheet	Date of appointment of Inquiry Officer	Brief history of the case	Present position
1.	Shri C. Raja sekaran Rtd. Senior Deputy Secretary	20 th Feb 2014	20-02-2014	He has failed/ willfully suppressed the information of his non passing of Under Graduate (Bachelor Degree) course.	<p>Inquiry is conducted. However before submitting defense brief, the charged officer filed a Writ Petition 12773/2014 and the Honourable Madurai bench of Madras High Court granted interim stay on 05-08-2014. Vacate Stay Petition and Counter affidavit filed by VOCPT on 27-10-2014 Counter affidavit filed by Ministry on 8-04-2015. Case is listed on 12-04-2016</p> <p>12-4-2016: Port side argument completed, Opposite side argument not completed</p> <p>25.04.2016: List not come up for hearing</p> <p>26.04.2016: & 27.04.2016: Case mentioned by Port Legal Adviser & Sr. Counsel, but not listed.</p> <p>23.06.2016: Listed and not came up for hearing.</p> <p>15.06.2016: Listed and nor came up for hearing.</p> <p>Thereafter listed on every Thursday, but not came up for hearing last listed on 11.08.2016.</p>

Sl. No	Name & Designation of the Charged Officer	Date of issue of Charge sheet	Date of appointment of Inquiry Officer	Brief history of the case	Present position
					ASG had been informed to list the matter at the earliest, due to the retirement of the charged officer in the month of October, 2018. The case was listed for hearing on 19.02.2019 in chamber for withdrawal. Order yet to be received.
2.	Shri Sathis kumar, Sr.DD, EDP	-	-	Irregularities in the development of sun server, storage and auxiliaries on monthly higher basics on VOCPT.	Memo dated 11.01.2019 issued by Dy. Chairman to Shri Sathis Kumar, Sr. DD, EDP to furnish explanation within 10days.

3.	Shri C. Bala Krishnan, EE, Civil	7 th October 2017	17.01.2018	He was instrumental in releasing erroneously the mobilization fee of Rs.3.2 crores towards M/s Darthi Dredging and infrastructure Ltd., for the award work of dredging the dock basin in front of berth no.9 in VOCPT	Inquiry under process Inquiry officer Shri Soubhagya Ranjan Pattanayak, Harbour Master was initially nominated on 21.12.2017 and based on his promotion as Dy. Conservator to New Mangalore Port, another Inquiry officer Shri G. Edison, Sr.DTM, was nominated on 17.01.2018 and presenting officer Smt D. Sheeba, Asst. Executive Engineer, Civil /Estate was nominated on 21.12.2017. Inquiry completed. Further action is under process with the Competent Authority.
4.	Smt. Sugantheeshwari, Dy.CE, ChPT, the then SE of VOCPT	-	-	Lapses in the execution of the work. "Construction and operation of Sewage Treatment Plant (STP) and solid waste disposal (SWD) facilities in VOCPT.	<p>(i) The memo dt: 27.9.2016 issued by Chairman, VOCPT to Smt. Sugantheeshwari to furnish explanation with in 15.10.2016.</p> <p>(ii) Then a letter enclosing the memo was sent to Chairman, Chennai Port Trust with the brief on the lapses on the part of Smt.Sugantheeshwari and requested to obtain and forward her explanation to VOCPT on or before 31.5.2017.</p> <p>(iii) Smt. Sugantheeshwari, vide letter dated: 26.08.2017 sent through CE, ChPT has denied the charges and requested 10 days time to submit her written explanation after receiving copies of the requested documents.</p> <p>(iv) With the above status the file had been transferred to GAD in the first week of June, 2018 for further processing.</p> <p>(v) On approval of CPT the enquiry officer and presenting officer had been nominated vide order dt:28.09.2018.</p> <p>(vi) The enquiry is under process.</p>

Suspension:

Sl. No	Name & Designation of the suspended Officer	Date of Suspension	Reasons for Suspension	Whether over 3 months case reviewed	Present position	Remarks
1.	Shri A. Abdul Kadhar Jailani, Lascar, Marine Department	03.08.2018	He was placed under suspension with effect from 24.07.2018 based on the file by Police Department and for his detention exceeding 48 hrs.	The case was reviewed on 20.11.2018 & 22.01.2019	The period of suspension had further extended for 3 months from 24.01.2019	

Annexure - XII (A)

Foreign training Details from 2015 to 2018

Sl. No	Emp .No	Name & designation	Name of Course	Name of Address of the institute	Duration period
1	2561	T.S.Ashok Kumar, Sr.DTM	Break bulk cargo	Antewerb/Flanders port, Belgium	05.10.2015 to 16.10.2015
2	2931	Shri.S.Natarajan, Dy.CPT	3 rd Advanced leadership programme for public sector	Indian institute of Public administration, New Delhi	16.11.2015 to 27.11.2015 & 28.11.2015 to 05.12.2015
3	2406	A.Janardhanan Pillai, SE (M)	Port Management	Antewerb/Flanders port, Belgium	06.12.2015 to 12.12.2015
4	2622	V.Jeyakumar, AEE/Civil	Port Engineering	Antewerb/Flanders port, Belgium	18.01.2016 to 20.05.2016
5	3040	G.Edison, Sr.DTM	Container terminal Management	Antewerb/Flanders port, Belgium	06.06.2016 to 17.06.2016
6	2969	D.Sheba, AEE/Civil	Maritime & Port Security	Galilee International Management Institute, Israel	12.07.2016 to 25.07.2016
7	3044	C.Antony Suresh Mel, Sr.ATM	Task & Responsibilities	Antewerb/Flanders port, Belgium	27.11.2017 to 08.12.2017
8.		V.Vishnu, I.A.S, officer on Special Duty, Enayam Project	Port Management	Antewerb/Flanders port, Belgium	15.01.2018 to 26.01.2018
9.	3034	S.Shanthi, FA&CAO	Port senior Management Programme	Galilee International Management Institute, Israel	14.11.2018 to 27.11.2018

Annexure - XII/
V.O.CHIDAMBARANAR PORT TRUST – GAD
CSR- Projects
2018-19

Sl.No	Name of the Institution/Agency	Purpose	Amount Released
1	Selvi.J.Srimathi -Tuticorin District	Provided sports Cycle to participate National level Cycling Competition (Pvt)	1.32
2	Mother Social Service Trust. Thoothukudi	Adoption of Mutharayar Nagar (Muyal Theevu) Community Development Program.Mother Social Service Trust.(Pvt)	6.76
3	The Commissioner Thoothukudi Municipality	Formation of Boat Jetty at Opposite to Roche Park .Tuticorin(State Govt)	32.4
4	Superintendent of Police	Setting Up of New Police control Room at SP office Tuticorin (State Govt)	5
5	The Commissioner Thoothukudi Municipality	Nehru Park Maintenance at Tuticorin (State Govt)	3.00
6	Subha Graphics	Purchase Banner and bags for Flood relief work at Kerala (Pvt)	0.9
7	Ganesh Supermarket	Materials purchased For Food relief work for Kerala (Pvt)	0.51
8	Tamilnadu Handloom weavers	Purchase of Flood relief materials for Kanyakumari District (State Govt)	16.8
9	The Commissioner Thoothukudi Municipality	Purchase of Flood relief materials for Kerala State(State Govt)	8.55

10	The Commissioner Thoothukudi Municipality	Purchase of Road Sweeping Machine -To Corporation Thoothukudi (State Govt)	49.11
11	Chevalier JLP Roche Victoria	Conducting Various welfare /Educational Programmes to Fishermen Community	6.19
12	Government Hospital Thoothukudi -	Construction of Oncology Department(State Govt)	8.88
13	Govt -Middle School -Subbulapuram	Construction of Toilets (State Govt)	12
	Total		151.42

Annexure -IV

V . O. CHIDAMBARANAR PORT TRUST

GENERAL ADMINISTRATION DEPARTMENT

PUBLIC INFORMATION OFFICE

PENDING RTI APPLICATIONS as on 01.03.2019

Sl.No	File No.	Application dated	Subject	Concerned Department	Dated of Receipt	Period of disposed
01	S-7/44/120/2018-19/PI	24.01.2019	RTI Application Forwarded Under Section 5 (4) & 5 of RTI Act - Shri. R. Santhanam , President of Indian Major Ports & Dock Officers, Association, No. 1/675, 1 st Street Muthamizh Nagar, Chennai - 6001186, seeking information/ Copy of doc. In 9 pts "Furnishing information regarding the officers appointed on contract basis on Port vise and etc", under RTI Act, 2005-Reg.	Dy. Secy	25.01.2019	24.02.2019
02	S-7/44/124/2018-19/PI	30.01.2019	RTI Application Forwarded Under Section 5 (4) & 5 of RTI Act - Shri. M.Celladurai , 1/43-5 Muthu Nagar, Thermal Nagar (p.o), Tuticorin -628006, seeking information/ Copy of doc. In 25 Pts on " The information details of VOC Port Trust and etc ", under RTI Act, 2005-Reg.	TM,CE, CME, CMO,DC and Dy.secy	30.01.2019	25.02.2019
03	S-7/44/125/2018-19/PI	31.01.2019	RTI Application Forwarded (MoS) Under Section 5 (4) & 5 of RTI Act - Shri. Kanhaiya , 2 nd Floor, House No. 144, Gali No. 08, B Block Himgiri Enclave, Burari. Pin: 110084, seeking information/ Copy of doc. In 9 Pts on "Total number of Post wise and year wise Vacancies notified in all the departments and etc", under RTI Act, 2005-Reg.	All HoD	31.01.2019	25.02.2019

04	S-7/44/127/2018-19/PI	02.02.2019	RTI Application Forwarded Under Section 5 (4) & 5 of RTI Act - Shri. J. Jones Missier, (Retd) Engine Driver Grade I (A), 107/93D/35, Raja Gopal Nagar 1st Street (west), Millerpuram, Tuticorin -628008 seeking information/ Copy of doc. on " My promotion and also to verify the genuiness of certificates issued by M.M.D Chennai for the Promotion of Engine Drivers in Marine Department ", under RTI Act, 2005-Reg.	CVO	02.02.2019	20.02.2019
05	S-7/44/133/2018-19/PI	09.02.2019	RTI Application Forwarded Under Section 5 (4) & 5 of RTI Act - Shri. A. S. Ganapathy, (Retd) Port Trust Engineer, 4/197-4, Sundar Nagar, Tuticorin - 628005, seeking information/ Copy of doc. In 12pts " A copy of the extract of the relevant Port's Residential Quarters allotment Rules Guidelines etc., based on which Port's Retired Officer are allowed to stay in the Port Quarters and also the details of rent payable by them after their retirement and etc. ", under RTI Act, 2005-Reg.	CE & Secy	14.02.2019	05.03.2019
06	S-7/44/134/2018-19/PI	13.02.2019	Onlice RTI Application Forwarded Under Section 5 (4) & 5 of RTI Act- Shri. D.K. Singh Meel, Unit No. 90, Block -K , Narayana Vihar, Asaarpura, Ajmer Road, Jaipur-302020, seeking information/ Copy of doc. on " The Provide year -wise details from the year 1995 to till date, wherein the sanctioned posts have been transferred as such to other Authorities and Directorate Generals without any acceptance post existing and etc. ", under RTI Act, 2005-Reg.	Secy	13.02.2019	02.03.2019

07	S-7/44/137/2018-19/PI	07.02.2019	RTI Application Forwarded Under Section 5 (4) & 5 of RTI Act - Shri. U.R. Mohan Raju , Secretary / Paradip Port Trust, Qtr. No.GC-29, Madhuban Paradip-754142, seeking information/ Copy of doc. In 5pts "Total amount of GPF recovered from my salary from May, 2014 to April 2015 and Total amount of my GPF remitted Visakhaptnam Port Trust and etc ", under RTI Act, 2005-Reg.	FA & CAO	19.02.2019	09.03.2019
08	S-7/44/138/2018-19/PI	13.02.2019	RTI Application Forwarded Under Section 5 (4) & 5 of RTI Act - Shri. A.Packiaraj , Ex. Port Advisor,4A/14, Antonyar Puram, Calduwell colony (West) Tuticorin, seeking information/ Copy of doc. In 2pts "Copy of the annual property returns statement submitted by the officers who are all under investigation Enquiry of CBI/CVC from the year 2005 to till date and Name of the officers and designation ", under RTI Act, 2005-Reg.	PIO	15.02.2019	12.03.2019
09	S-7/44/139/2018-19/PI	07.02.2019	RTI Application Forwarded Under Section 5 (4) & 5 of RTI Act - Shri. M.Murugan , 18 Muniayasamy Puram Extn-I, Tuticorin-628003, seeking information/ Copy of doc. In 6pts "Payment of pension arrears for class 3 & 4 retirees who have retired before 2007 de-linking 33 years of service vide Shipping Ministry's order No. LB 180/13/4/2018/L dt. 17.05.2018 and etc ", under RTI Act, 2005-Reg	FA & CAO	19.02.2019	11.03.2019
10	S-7/44/140/2018-19/PI	26.02.2019	RTI Application Forwarded Under Section 5 (4) & 5 of RTI Act - Smt. M. Maladevi , 8-1 Nadarajapuram, Tuticorin. seeking information/ Copy of doc. In 4pts "The information details of Shri. S. Jayaraj and etc ", under RTI Act, 2005-Reg.	TM	27.02.2019	14.03.2019

II - PENDING RTI APPEALS as on 01.03.2019:-

01	S-7/44/95/2018-19/PI	07.01.2019	First Appeal Petition of Shri. A. S. Ganapathy , Port Trust Engineer (Retd), 4/197-4 Sundar Nagar, Tuticorin - 628005, seeking information/ Copy of doc. in 3 Pts. on "Grant of Suitable reward for his marvelous service in the port etc.," under RTI Act, 2005-reg.	Dy.Secy & CE	09.01.2019	09.02.2019 & 24.02.2019
02	S-7/44/111/2019-20/PI	23.01.2019	First Appeal Petition of Shri. T.P.S. Ponkumaran , 289-D, Sivanthakulam Road, Tuticorin-628003, seeking information/ Copy of doc. on "Copies of letters from Indian Audit and Accounts Department, Chennai regarding "Incorrect application of rates resulting in loss of revenue Rs.2.55 crore- V.O.C Port Trust ", under RTI Act, 2005-Reg	CE	25.01.2019	25.02.2019 & 10.03.2019
03	S-7/101/2018-19PI	01.02.2019	First Appeal Petition of Shri . P. Jeyaraj , Rtd, ATM VOC Port Trust, 18F 3A2 Briyant Nagar 2 nd Street East, Tuticorin - 628008, Seeking information / copy of doc. In 2 pts on "Copy each of the file notings DPC Note and minutes of the DPC meeting and etc." under RTI Act, 2005-reg.	Dy. Secy	02.02.2019	05.03.2019

SL.N O	FILE NO & CIC FILE NO.	DATE OF II APPEAL PETITION	SUBJECT	DEPT., CONCER NED
01	S-7/44/49/2018-19/PI CIC/VOCPT/A/2018/166796 dt. 20.11.2018		Second Appeal Petition of Shri. P. Arul Selvanathan , 4/54 Antonyar Puram, calduwell colony (West), Tuticorin – 628006, Seeking information / Copy of dec. in 5 Pts. On “Memorandums of Understanding that the Sagarmala Development” Under RTI Act,2005.	Secy & CE
02	S-7/44/119/2016-17/PI & CIC/VOCPT/A/2017/157515 dt.22.08.2017	17.08.2017	Shri R. Simpson , E.No. 1761, Retd., A.E.E., Mech., 4B/215, 5 th street, C.G.E. Colony, Thoothukudi – 600 003, seeking information/copy of documents viz. “ Note file and Correspondence file for the period from 08.09.2015 to 20.02.2017 in regard to counting of his past services in State PWD & all pages of service book/calculation of arrears of pension”, under RTI Act, 2005- reg.	CME
03	S-7/44/89/2017-18/PI CIC/VOCPT/A/132101 dt. 21.05.2018	10.05.2018	Second Appeal Petition of Shri. A.S Ganapathy , Port Trust Engineer (Retd) 4/197-4, Sundar Nagar, Tuticorin -628005, Sought for information /Copy of documents in 9 points on “ (i) Renewal of Lease of Land to TSMC, (ii) Operation and Maintenance of Truck Parking area by Tender, (iii) Tenders for various Dredging works exclusively by M/s ZAN DE NUL from 1993 to 2017, (iv) Extent of Land and details of cases in respect of encroachment of Port Land filed, (v) Copy of counter filed by Port in CRP (MD) 1515/2016 and (vi) Copy of Notice for disconnection of Power supply to Public Telephone Booth (Smt. Pushpam Ganapathy) on 22.11.2016,” under RTI Act,2005-reg.	CE
04	S-7/44/132/2017-18/PI CIC/VOCPT/A/2017/159429	14.08.2018	Second Appeal Petition of Shri. A.S Ganapathy , Port Trust Engineer (Retd) 4/197-4, Sundar Nagar, Tuticorin -628005, Sought for information /Copy of documents in 7 points on “ Land on Lease allotted to M/s TSMC, Writ petition, Appointment of Port’s Chief Engineer as Port Estate Officer, Appointment of Legal Consultants & details of Legal Officers on regular / contract etc.”, under RTI Act,2005- Reg.	CE & Secy

05	S-7/44/108/2017-2018/PI CIC/VOCPT/A/2018/132102	06.06.2018	Second Appeal Petition of Shri. A.S Ganapathy , Port Trust Engineer (Retd) 4/197-4, Sundar Nagar, Tuticorin -628005, Sought for information /Copy of documents in 5 points on "Appointment of Estate Officer, Port Land sold in Ambasamudram, details of all APRs & service rendered by Shri. S.Natarajan Present Dy. Chairman VOCPT, details of Legal Consultants from 2000 & Copy of counter / petitions for the revision of ex- party orders infavour of M/s TSMC in writ No.WP-41444 of 2002 on 08.10.2003 before the Central Information Commission New Delhi under RTI Act, 2005-reg.	CE
06	S-7/44/35/2018-19/PI CIC/VOCPT/A/2019/100593	03.01.2019	Second Appeal Petition of Shri. A.S. Ganapathy, Port Trust Engineer (Retd), 4/197-4 Sundar Nagar, Tuticorin - 628005, Seeking information / Copy of doc. In 7 pts, on " M/s .TSMC Land allotment, Port Legal Manger etc." under RTI Act, 2005- Reg.	CE
07	S-7/44/46/2018-19/PI CIC/VOCPT/A/2019/100589 dt.03.01.2019	27.12.2018	Second Appeal Petition of Shri. A.S. Ganapathy, Port Trust Engineer (Retd), 4/197-4 Sundar Nagar, Tuticorin - 628005, Seeking information / Copy of doc. In 3 pts, on " Grant of Suitable reward for his marvelous service in the port etc," under RTI Act, 2005-Reg.	Secy & CE
08	S-7/44/100/2017-18/PI CIC/VOCPT/A/2017/121453 dt. 04.04.2018	28.03.2018	Second Appeal Petition of Shri. P. Murugesan, S/o. K.Panner Selvam, No.9 Kheela Shanmuga Puram Proper Street, Tuticorin - 628002, seeking information on "Authentication of P.S. Sundaram, Sukkani in Salary Voucher and assessment of his age at the time of retirement," under RTI Act, 2005-reg.	FA & CAO and DC

III-Pending RTI cases with CIC, for hearing w.r.t SECOND APPEAL

(Smt.A.Dheepiga)
பொது தகவல் அதிகாரி
लोक सूचना अधिकारी
PUBLIC INFORMATION OFFICER

V.O.Chidambaram Port Trust

Department Operational Expenditure Statement

(Rs. In Lakhs)

Q/L	Description	61 - General Administration Department			
		Actuals 2017-18	BE 2018-19	RE 2018-19	BE 2019-20
	* 1. SALARIES AND WAGES				
	Basic pay including Non - practising allowance	207.13	185.47	261.52	289.00
	Variable Dearness Allowance	75.28	100.36	142.62	131.28
	Night Weightage allowance	0.78	0.99	0.36	0.40
	Overtime Allowance	10.33	11.09	9.93	10.93
	House Rent Allowance	11.28	14.09	17.52	19.15
	Others	21.06	31.83	42.42	46.74
	Other Allowances	138.16	19.39	85.98	87.08
	Wage revision provision	24.70		50.33	
	* Salaries and Wages - Total	488.72	363.22	610.68	584.58
	* 2. STORES				
E201	Stores (General)	0.97	2.10	1.00	1.10
E202	Stores (Stationery and Printing)	7.80	11.06	15.23	10.25
E203	Stores (Uniform, stitching charges)	9.37	15.07	18.00	1.00
E204	Stores (Plant Operation)	3.48	2.84	3.79	4.17
E205	Stores (Repairs and Maintenance)	26.60	51.83	20.00	22.00
	* Stores - Total	48.22	82.89	58.02	38.52
	* 3. GENERAL EXPENSES				
E199	Remuneration for contractual deployment	313.11	404.61	259.65	286.62
E301	Postage, Rev. stamps, telegraphs	1.86	2.10	1.72	1.89
E302	Purchases - Furniture and Office Equipment	0.05	0.65	1.50	1.65
E321	Travelling Allowance	19.61	36.74	25.00	27.50
E322	Travelling Allowance (Training)	1.88	2.26		
E328	Leave Travel Concession	0.53	1.05		
E330	Travelling Allowance (Medical Treatment)	0.71	2.10	0.95	1.05
E381	Miscellaneous Expenses (General)	85.87	79.65	40.97	45.07
	* General Expenses - Total	423.63	529.16	329.79	363.77
	* 4. SUNDRY EXPENSES				
E451	Water Charges	0.78	2.10	0.50	0.55
E452	Electricity Charges	0.82	2.10	0.90	0.99
E453	Printing and publishing charges	11.78	8.50	20.27	20.30
E454	Cost of books and journals	0.68	1.75	0.04	0.04
E455	Telephone Charges	10.02	8.64	8.25	9.08
E463	Hire charges for Vehicles	37.58	42.40	56.06	61.67
E472	Rep & Main.-Internal - by PORT	0.01	0.55	21.60	23.76
E473	Rep & Main.-External - through Contracts	17.65	12.60	25.00	27.50
E479	Advt.& Publicity Pert.to Tenders-Port	188.44	105.00	106.05	116.66
E480	Advt.& Publicity Pert.to PPP project		9.00		
E481	Advt.& Publicity Pert.to General	27.97	90.00	16.36	18.00
E482	Port security		420.00		
E483	Trustee Fee, allowances, including TA	0.45	0.45	1.14	1.25
E484	Entertainment Expenses	18.88	21.45	13.77	15.15
E485	Legal Charges	10.59	21.00	14.56	16.02
E486	Training expenses	37.72	31.50	36.64	40.30
E489	Professional service charges	31.41	32.45	21.71	23.88
E490	Rent paid on leased buildings	0.56	8.40	2.40	2.64
E501	Labour welfare	432.50	450.45	374.46	411.91
E502	Honorarium, Scholarships, Awards, Prices	8.40	2.10	0.32	0.35



AN ISO 9001:2008, ISO 14001:2004 &
ISPS COMPLIANT PORT

**PROCEEDINGS
OF THE TRUSTEES'
4th ORDINARY MEETING
HELD ON
28th SEPTEMBER 2018**

V.O.CHIDAMBARANAR PORT TRUST

The Proceedings of the Board of Trustees 4th meeting held on 28th September ,2018 for transaction of the following business:

<u>ITEM NO.</u>	<u>SUBJECT</u>	<u>PAGE NO.</u>
1	Confirmation of the Proceedings of Ordinary Board Meeting No.3 rd of 2018-2019 of the Board of Trustees held on 18.07.2018	1-3
2	Action taken on the Minutes of Proceedings of 3 rd Ordinary Board Meeting for the year 2018-2019 held on 18.07.2018	4-15
3	Traffic Performance and performance parameters of the vessels handled during 2018-19 (1 st Quarter April to June, 2018)	16
4	Survey Report of 32T BP Port owned, outlived Tug M.T.Thiruvalluvar	17
5	Recasting of Annual Accounts for the year 2017-18	18
6	periodical Review of Reservation for Scheduled Caste / Scheduled Tribe / Other Backward Class / Physically Handicapped in V.O.Chidambaranar Port Trust and CHD for the quarter ending 31.03.2018	19
7	Ratification for Rs.25,000/- which exceeds the prescribed limit for the purchase of 25 nos. of Lenova Yoga Tab3 for Board of Trustees for Rs.5,25,000/-	20
8	Incorrect fixation of pay in respect of Shri M. Subramaniam, Assistant Fire Officer (Rtd.) E.No.1008	20
9	Creation of Posts for Marine Department – "Pilot & Dock Master"-	21
10	Declaration of holidays to be observed during the year 2019	21
11	Ratification/Approval of the Board requested for the extension of Ambulance service as a welfare measures to the employees, CISF and their dependants and retirees and their spouses of VOCPT	22
12	Enhancement of Merit Scholarship & Supply of Memento at retirement to officials from Welfare Fund	22-23
13	Periodic review of the use of Hindi in V.O.Chidambaranar Port Trust - Quarterly Report for the Quarter ending 30.06.2018	23
14	Extension of free storage days of 15 days for the containers stacked in the Port area	24

15	Information on status report of Department / Disciplinary Proceedings to Board Half Yearly Report (January, 2018 to June, 2018)	24
16	Hiring 1 No. of 50T BP Tug towards <i>replacement</i> for 1 No. of 50T BP hired Tug Ocean Brave for a period of seven years	25
17	Revision of Pension and other pensionary benefits of pre 1.1.2007 Retired Group "C" & "D" (Class III & IV) in the Major Ports and Dock Labour Board	25-26
18	Review of Important Plan Schemes taken up by Port - Status up to 31.08.2018	26
19	Revision of Pension & Other Pensionary Benefits to Class III & IV	26-27
20	Traffic Performance and Trade Promotional Activities taken to improve cargo traffic during 2018-19 (Upto August, 2018)	27
21	Continuing Allotment of land for storage of cargo in Zone-A & B as Per Clause 3.3 License (Storage) Fee 2(ii) @ Rs.10.22 per sqm of the general SoR	27-28
22	Removal of loose materials in the turning circle & basin and removal of spillages at the jetty face by engaging a Back-hoe dredger through DCI – Ratification of the Board for award of work on nomination basis	29
23	Amendment to the Tuticorin Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2008 in respect of Recruitment Rules for the post of Tugmaster Grade-II (Class-III) post of Marine Department - Approval of the Board sought for	29-30
24	Amendment to the Tuticorin Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2008 in respect of Recruitment Rules for the post of Sub-Officer(Class-III) post of Marine Department - Approval of the Board sought for	30
25	Construction of cargo berth No.9 at Tuticorin Port– Dispute between ITDC India limited and Port- Arbitration award	30-31
26	Administration Report with Annual Accounts for the year 2017-18	31
27	Important Communication received from Ministry of Shipping – Information to the Board of Trustees	31-32
28	Extension of Medical facilities to the disabled sons/daughters of retired employees who are suffering from permanent disability of any kind (Physical or Mental) irrespective of age limit in accordance with the instructions issued in the O.M. dated: 07.05.2018 by the Ministry of Health and family Welfare.	32
29	Ratification for payment of legal fees to the Advocate above Rs.1,00,000/- paid during the period from 01.02.2018 to 31.08.2018	33
30	Remission of Port Charges w.r.t May 22 nd incident at Tuticorin	33-34
31	Capital Dredging of approach Channel and Harbour basin to 15.2 Meter, widening the entrance and strengthening the Berths-Funding through	34-35

	external commercial Borrowings in US Dollars and availing private Sector Loans in Rupee Terms from Asian Development Bank with the sovereign guarantee of Government of India-	
32	Dry Docking and 2 nd Special Survey work of this Port Tug Tuticorin-Completion of Work	35
33	Provision of Scale of Rates –Waiver of certain clauses from existing General Scale of Rates	36
34	Establishment of Fund for encashment of Earned Leave and Half-Pay Leave at the time of Superannuation-entrustment to Fund Management agencies	36
35	Up-gradation of Coal jetty-I and II including Retrofitting works at V.O.Chidambaranar Port Trust – Approval of Existing Layout	37
36	Development of North Cargo Berth-II (NCB II) for handling bulk cargoes at V.O.Chidambaranar Port on DBFOT Basis – Interim Operations	37
37	Construction of shallow draught berth for handling of Construction materials (SDB-CM) through PPP mode on DBFOT basis at V.O.Chidambaranar Port – Status Information – decision requested	38
38	Engagement of Pilots on Contract basis – Implementation of Proposed revision of Terms & Conditions for engagement with remuneration and their validity period	39
39	Other Issues	40

PRESENT:

- | | | |
|----|----------------------------|----------------------------------|
| 1. | Shri Rinkesh Roy, IRTS, | Chairman |
| 2. | Shri N.Vaiyapuri, | Deputy Chairman |
| 3. | Shri D.K.Rai, IoFS | (Rep.Ministry of Shipping) |
| 4. | Shri DIG Venkatesh, S.B. | (Rep. Indian Coast Guard) |
| 5. | Shri S.Surendran | } (Rep. Other Interest) |
| 6. | Shri. S.R.Srinivasa Kannan | |
| 7. | Shri P.Kathirvel | } (Rep. Labour Employed in Port) |
| 8. | Shri R.Rusel | |

Also Present:

Shri Jishu Roy Secretary

LEAVE OF ABSENCE FOR THE 4th ORDINARY MEETING

Considered the letters/messages received from the Trustees, who intimated their inability to attend the 4th ordinary meeting of the Board of Trustees for the Port of V.O.Chidambaranar held on 28.09.2018

RESOLUTION NO. 59 OF 28.09.2018

RESOLVED THAT leave of absence from attending the 4th ordinary meeting of the Board of Trustees held on 28.09.2018.

1	Rajeev Ranjan I.A.S.,	Rep.Govt. of Tamilnadu
2.	Gyanesh Bharti, I.A.S.	Rep.Ministry of Environment, Forest & Climate Change
3.	N.Sreekumar, I.R.T.S.	Rep. Indian Railways
4.	K.V.V.G.Diwakar,I.R.S	Commissioner of Customs
5.	Gopi Krishna.C	Rep.MMD
6	A.N. Rajakannan	Other Interest.

be and is hereby granted.

Proceedings of the Trustees 4th Ordinary Meeting
held on 28.09.2018

Secretary welcomed all the Honorable Trustees for the 4th Ordinary Board Meeting and The important events held in the Port between 19.07.2018 and 27.09.2018 was briefed to the Trustees.

Chairman before presenting the Agenda informed that after studying the survey and other factors taken with consideration, 14.00 Mtr draught was declared at two berths i.e., NCB I & II which will pave way to handle panamax vessels.

Deputy Chairman informed that it has been possible only with the initiative and guidance of the Chairman.

Chairman advised secretary to proceed with the agenda items.

Item No.1

Confirmation of the proceedings of Ordinary Board meeting No.3rd of 2018-19 of the Board of Trustees held on 28.07.2018.

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RESOLUTION NO. 60 OF 28.09.2018

Secretary while confirming the Minutes of the Board Meeting held on 18.07.2018 stated that in the Agenda Item No.6. The Resolution No.48 of 18.07.2018 may be read as under:

“ To approve extension of 50% concession in labour levy and 25% concession in wharfage for export of salt, Gypsum and fly ash on the incremental volume to be handled and any other new cargo during the current financial year 2018-19, up to 31.03.2019 over 2017-18 volume under section 53 of MPT Act, 1963.

New Cargo shall refer to “Goods not otherwise specified-imported/exported in bulk”

Not to allow this concession for the said cargo items handled in any berth using the HMC on the volume handled by HMC.

Instead of :

“To approve extension of 50% concession in labour levy and 25% concession in wharfage for export of salt, Gypsum and fly ash on the incremental volume to be handled and any other new cargo during the current financial year 2018-19, up to 31.03.2019 over 2017-18 volume under section 53 of MPT Act, 1963”.

Not to allow this concession vide serial No.5.1 for the above said cargo items handled at IX berth using HMC.

- 1.1 RESOLVED THAT the minutes of the ordinary meeting No. 3rd of 2018-19 of the Board of Trustee held on 18.07.2018, be and hereby confirmed .

Item No. 2 Action taken on the Minutes of Proceedings of 3rd Ordinary Board Meeting for the year 2018-2019 held on 18.07.2018

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Action taken on the Minutes of Proceedings of 3rd Ordinary Board Meeting for the year 2018-2019 held on 18.07.2018

Reso.No. & Agenda Item No.	Subject	Decision of the Board	Action taken on the Minutes of the Board.
Reso.No. 43 & Agenda Item No.1	Confirmation of the Proceedings of Ordinary Board Meeting No.3 rd of 2018-19 Of the Board of Trustees held on 18.07.2018	RESOLVED THAT the minutes of the ordinary meeting No. 3 rd of 2018-19 of the Board of Trustee held on 18.07.2018, be and hereby confirmed	Noted
Reso.No. 44 & Agenda Item No.2	Action taken on the Minutes of Proceedings of 3 rd Ordinary Meeting for the year 2018-2019 held on 18.07.2018.	RESOLVED THAT the action taken on the minutes of Proceedings of meeting No.2 of 2018-19 of the Board of Trustee held on .05.2018.	Noted
Reso.No. 45 & Agenda Item No.3	Conversion of 3 posts of Assistant Engineer (Mech.) as Assistant Engineer (Elect.)	RESOLVED for the conversion of three posts of Assistant Engineer (Mech.) in the scale of pay of Rs.16400-40500 as Assistant Engineer (Elec.) in the scale of pay of Rs.16400-40500, as mentioned at	File Submitted to Competent Authority for approval please.

4

Proceedings of the 4th Ordinary Board meeting held on 28.09.2018

Reso.No. & Agenda Item No.	Subject	Decision of the Board	Action taken on the Minutes of the Board.
		para 5 of the Agenda.	
Reso.No. 46 & Agenda Item No.4	Amendment to Regulations 9 of Recruitment, Seniority & Promotion Regulations to provide for age relaxation for Direct Recruitment - Approval of the Board requested	RESOLVED THAT, Amendment of Regulations 9 of the principal Tuticorin Port Trust Employees (Recruitment, Seniority & Promotion) Regulations, 2008, under Section 28 of Major Port Trusts Acts 1963 on line with approval of the Ministry of Shipping, Government of India as mentioned at Para 2 of the Agenda and to forward the Board Resolution to the Ministry through IPA/RSC for notification as per Section 124 and 132 of the Act.	Amendment proposal sent to Ministry on 21.08.2018 vide letter No.S-3/3/2018
Reso.No. 47 & Agenda Item No.5	Concession for Handling of TNPL Coal through VOC Port for the period July, 2018 to October, 2018	RESOLVED THAT, 5.1 To <u>ratify</u> the action taken for issue of Trade Notice No.TRA-OFTMK-MIS-	Noted

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Proceedings of the 4th Ordinary Board meeting held on 28.09.2018

Reso.No. & Agenda Item No.	Subject	Decision of the Board	Action taken on the Minutes of the Board.
		<p>INCEN-A1-18(44760) dated 08.06.2018 to extend 75% <i>Concession in Wharfage and to charge only Rs.1/Ton for Railway siding charges and priority berthing of vessels without charges for import of 3,00,000 MT TNPL coal during the delivery period of July to October, 2018 and the same shall be reviewed thereafter for continuing beyond October, 2018. (Annexure-IV).</i></p> <p>5.3 To approve the proposed concession in Port charges and conditions as per para 2.0.</p>	

Proceedings of the 4th Ordinary Board meeting held on 28.09.2018

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Reso.No. & Agenda Item No.	Subject	Decision of the Board	Action taken on the Minutes of the Board.
Reso.No. 48 & Agenda Item No.6	25% Concession in wharfage and 50% Concession in labour levy for exports of salt, gypsum, fly ash and any new cargo - approval for extension of the concession till March 2019 sought for	<p>RESOLVED THAT,</p> <p>1.1 To approve extension of 50% concession in labour levy and 25% concession in wharfage for export of salt, Gypsum and fly ash on the incremental volume to be handled and any other new cargo during the current financial year 2018-19, upto 31.3.2019 over 2017-18 volume under section 53 of MPT Act 1963.</p> <p>1.2 Not to allow this concession vide SI.No.5.1 above for the said cargo</p>	Resolution has to be amended for inclusion of definition of "New Cargo" and usage of HMC. Approval of Competent authority has also been obtained. Board will be informed during confirmation of proceedings of 3 rd meeting..

Proceedings of the 4th Ordinary Board meeting held on 28.09.2018

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Reso.No. & Agenda Item No.	Subject	Decision of the Board	Action taken on the Minutes of the Board.
		items handled at IX berth using HMC.	
Reso.No. 49 & Agenda Item No.7	Establishment of Fund for encashment of Earned Leave and Half-Pay Leave at a time of Superannuation –entrustment to Fund Management agencies	RESOLVED THAT, To go in for actuarial valuation of encashment benefits of employees of the Port and to entrust the Fund Management with LIC as detailed in the Agenda.	Taken up with LIC to entrust fund management.

Reso.No. & Agenda Item No.	Subject	Decision of the Board	Action taken on the Minutes of the Board.
Reso.No. 50 & Agenda Item No.8	Incorporation of new unit rates under Schedule 5.16 for collection of Licence Fee for entry of vehicles/Equipment Prevailing Scale of Rates pertaining to Zone-A & B	RESOLVED THAT, (3) To incorporate two additional unit rates under clause 4(b) and 4(c) of Schedule – 5.16 of Licence fee for entry of vehicles/equipment under prevailing Scale of Rates. (4) Proposal be submitted to TAMP for incorporation of two additional unit rates under Scale of Rates and for notification vide DOP u/s 48 & 49 of MPT Act, 1963	Proposal has been submitted to TAMP for incorporation in "SOR"

Reso.No. & Agenda Item No.	Subject	Decision of the Board	Action taken on the Minutes of the Board.
Reso.No. 51 & Agenda Item No.9	Ratification for the proposal of Repeat Order for providing Local Area Networking Arrangement in Custom Office and CONCOR Office at Truck Parking Area for Rs.28,911/- plus GST for excess over Original Agreement up to 42.45%	RESOLVED THAT, Ratification for repeat work order issued to M/s. Harish Computer Care for providing Local Area Networking arrangement in Customs Office and CONCOR office at Truck parking area for Rs.28,911/- plus GST with an excess of 42.45% over the original work order value	Noted
Reso.No. 52 & Agenda Item No.10	Up-gradation of Mechanical handling infrastructure at V.O.Chidambaranar Port Trust (berth I to VI & IX) through PPP on BOO basis for a period of 10 year – Deployment of additional one number new Harbour Mobile Crane- Extension of time towards Commencement of commercial operation	RESOLVED THAT, To ratify the action taken for having commenced the commercial operation of the 3 rd HMC on 03.01.2018 and to extend the COD upto 03.01.2018 with a delay of 94 days with L.D u/s 42 of MPT Act,1963	Since the Concessionaire has paid the Revenue Share w.e.f 15.12.2017 to 02.01.2018 for the trial run period, L.D imposed earlier for the period of 94 days revised for a period of 75 days w.e.f 01.10.2017 to

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Reso.No. & Agenda Item No.	Subject	Decision of the Board	Action taken on the Minutes of the Board.
			14.12.2017. Further, Board approval is being sought.
Reso.No. 53 & Agenda Item No.11	Revision of lease rent for Salt Pan for the period from 1998,2003,,2008,2013 & 2017	RESOLVED THAT, (i). To fix the Lease Rentals for Salt Pan for the period from 08/07/1998 to 07/07/2018 as per the directions of the Hon'ble High Court. (ii). To approve the recommendation of Land Allotment Committee for fixation of lease	The proposal has been sent to TAMP for fixing the rate for TSMC

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Reso.No. & Agenda Item No.	Subject	Decision of the Board	Action taken on the Minutes of the Board.
		rentals with 10% escalation after every 3 years	
Reso.No. 54 & Agenda Item No.12	Allotment of Port land admeasuring 19,703 Sqm opposite to Blue Gate in North South Road for the purpose of VCM storage tanks including on 30 years lease basis at V.O. Chidambaranar Port Trust – Request for Extension of time for payment of balance Upfront premium & Security Deposit in Six monthly instalments with interest by M/s. DCW Ltd	RESOLVED THAT, For extension of time upto 31.07.2018 to M/s.DCW Ltd., to remit the balance two installments with applicable interest	M/s. DCW has paid the balance installments on 1.9.18.
Reso.No. 55 & Agenda Item No.13	Container train operation between VOCPT,Tuticorin Whitefield- ICD, Bangalore – 50:50 loss sharing with CONCOR	RESOLVED THAT, 5.1 Approval of the Board, u/s 42,1(d) r/w 88 (1)(k) of the MPT Act 1963," <u>Performance</u>	Approved MOU Communicated to CONCOR on

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Proceedings of the 4th Ordinary Board meeting held on 28.09.2018

Reso.No. & Agenda Item No.	Subject	Decision of the Board	Action taken on the Minutes of the Board.
		<p>of services of Board or other person" to share business risk/loss at 50:50 ratio or to the maximum sum of Rs. 20,80,000/-(approx.) or whichever is lower for operating container train service between Whitefield-ICD, Bangalore and VOC Port, Tuticorin during initial eight weeks period from the date of commencement of service.</p> <p>5.2 To approve (annexure V) draft agreement to be signed with CONCOR under Sec 34 of the Major Port Trusts Act,1963 with regard to</p>	14.08.2018 vide TRA-OFTCO-TRD-CONCOR-V1-12 (44278) dt. 14.08.2018

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Proceedings of the 4th Ordinary Board meeting held on 28.09.2018

Reso.No. & Agenda Item No.	Subject	Decision of the Board	Action taken on the Minutes of the Board.
		the above proposal. 5.3 To pay the sum as per the claims of M/s. Container corporation of Indian(CONCOR) subject to a total limit of Rs.20,80,000/- (Twenty lakh eighty thousand) only	
Reso.No. 56 & Agenda Item No.14	Important communication received from Ministry of Law and Justice- Information to the Board of Trustees	RESOLVED THAT, The Important communication received from Ministry of Law and Justice- on the Enhancement of Gratuity Act 29.03.2018 be is hereby noted.	Noted
Reso.No. 57 & Agenda Item No.15	Allotment of Port land on Upfront Premium / Annual lease rent basis to the Port users – Standard Lease Agreement Format	RESOLVED THAT, 15.1 To approve the draft Standardized Lease Agreement. 15.2 To use the approved format for any future allotments	Noted for action

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Reso.No. & Agenda Item No.	Subject	Decision of the Board	Action taken on the Minutes of the Board.
Reso.No. 58 & Agenda Item No.16	Allotment of Port land (DARS 03A) admeasuring 6485 Sqm to M/s. Vicnivaas Agency, Tuticorin – to resolve pending issues	RESOLVED THAT, to submit a factual note to drop the audit para and thereafter further actions may be initiated as per earlier approval of the Board	The factual report sent to CAG on 25.09.2018

File No. S-7/1/2017-19/BD

Sd/-
SECRETARY

Chairman's Comments / Remarks

Sd/-
CHAIRMAN
CIRCULATED

Sd/-
SECRETARY
RESOLUTION NO. 61 OF 28.09.2018

2.1 **RESOLVED THAT** the action taken on the minutes of Proceedings of meeting No.3 of 2018-19 of the Board of Trustees held on 18.07.2018 is hereby noted and recorded.

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Agenda Item 3:

Traffic Performance and Performance Parameters of the vessels handled during 2018-19 (1st quarter April to June, 2018).

Note of discussions at the meeting

Secretary Presented the Agenda,.

Shri Russel informed that the major commodity coal has been reduced drastically due to the decision taken by the TamilNadu Government and shutdown of power plants.

Consequent to closure of Sterlite Copper Limited, VOC Port Trust lost more than two million tonnes of cargo, but with the sincere efforts of Port management container Traffic has been increased to make good the loss of cargo to a great extent. He accordingly appreciated the efforts of port trust management in this regard

Against a query from Shri Kathirvel, Chairman informed during the current year the expected volume of traffic handling will be more than 35 MMT and he further mentioned that sincere efforts are being taken to achieve the Traffic of 36 MMT.

Against a query chairman informed that although VOCPT has been pursuing TNEB for getting the cargo meant for proposed udangudi power plant, but it is understood that this cargo may not come to VOCPT. However TNEB confirmed that cargo meant for proposed power plant at Uppur would definitely be routed through VOCPT. In addition SEPC power plant at Tuticorin will be commissioned shortly whose cargo would be handled through VOCPT.

RESOLUTION NO.62 OF 28.09.2018

3.2 RESOLVED THAT

Traffic Performance and Performance Parameters of the vessels handled during 2018-19 from April to June, 2018) were noted

be and is hereby approved

AGENDA ITEM No.4 : Survey Report of 32T BP Port owned, outlived Tug M.T.Thiruvalluvar. – Reg.

Note of discussions at the meeting

Secretary Presented the Agenda,.

Shri Russel informed that in the previous Board Meetings it has been decided to operate tugs on 50 : 50 ratio with respect to private and Port owned tugs and further informed that by spending 4 to 5 crores the tug can be repaired and kept as a standby.

Chairman stated that as the tug is out lived and has only 32 TBP capacity, dry docking of the Tug will be uneconomical and cannot be used for bigger size Vessels. As per the Ministry's Guidelines procurement of new tug is not possible. The views of the Labour Trustees are noted and it will be informed to the Ministry. FA & CAO mentioned that in a similar matter for repairing of an outlived Tug Indira Gandhi, a query has been received from Public Accounts Committee for furnishing the detailed justification for making expenditure on an outlived tug. Hence, for the instance proposal making expenditure on an outlived tug MT Thiruvalluvar would not be judicious.

Both the Labour Trustees walked out from the Board Meeting as a mark of protest to the subject proposal.

RESOLUTION NO.63 OF 28.09.2018

6.1 RESOLVED THAT

a. Survey Report the outlived 32T BP Port Tug MT Thiruvalluvar by fixing the reserve price of Rs.1,20,00,000/-as per the valuation report and ascertain the requirement of replacement Tug, after VOCPT completes its dredging project or at appropriate time.

b. Authorized to do all act and deeds for necessary execution of the proposal.

be and is hereby approved

Agenda Item No.5 Recasting of Annual Accounts for the year 2017-18

=====

Note of discussions at the meeting

Secretary Presented the Agenda,.

FA & CAO informed that consequent to recasting of Annual accounts, the net surplus after tax has been reduced to 100.83 crores against 101.84 crores reported as per annual accounts approved by the board vide resolution No. 34 dated 31.05.2018 as mainly being accounted of liability for payment due to HSC for dry docking besides other expenditure reversed.

RESOLUTION NO.64 OF 28.09.2018

5.1. RESOLVED THAT

To Approve the Recasted Annual Accounts of 2017-18 to submit to the Government Audit and Ministry of Shipping.

be and is hereby approved

Agenda Item No.6

Periodical Review of Reservation for Scheduled Caste/ Scheduled Tribe / Other Backward Class / Physically Handicapped in V.O.Chidambaranar Port Trust and CHD for the quarter ending 31.03.2018.

Note of discussions at the meeting

Secretary Presented the Agenda,.

Against the issue raised by Shri.Rusel regarding filling up of backlog vacancies of ST candidates in different post, Chairman advised to take immediate action for filling up of the backlog post .

RESOLUTION NO.65 OF 28.09.2018

5.1 RESOLVED THAT

Reviewed the progress of the implementation of reservation orders for Scheduled Caste, Scheduled Tribe, Other Backward Class and Physically Handicapped in this Port.

be and is hereby approved.

AGENDA ITEM No.7: Ratification for Rs.25,000/- which exceeds the prescribed limit for the purchase of 25 nos. of Lenova Yoga Tab3 for Board of Trustees for Rs.5,25,000/-
=====

Note of discussions at the meeting

Secretary Presented the Agenda,

RESOLUTION NO.66 OF 28.09.2018

6.1 **RESOLVED THAT**

Ratified for Rs.25,000/- being the excess over the DOP limit of Rs.5,00,000/-regarding the purchase of 25 nos. of Lenova Yoga Tab 3 through Spot Purchase Committee.
be and is hereby approved.

AGENDA ITEM NO:8 Incorrect fixation of pay in respect of Shri M. Subramaniam, Assistant Fire Officer (Rtd.) E.No.1008
=====

Note of discussions at the meeting

Secretary Presented the Agenda,

RESOLUTION NO.67 OF 28.09.2018

RESOLVED THAT

6.1 To write off the excess payment of Rs.1,09,713/- (Rupees One Lakh Nine Thousand Seven Hundred and Thirteen Only) made to the pensioner Shri M. Subramaniam, Assistant Fire Officer (Rtd.) as per Section 96 of Major Port Trust Act, 1963, and Delegation of Power Sl.No. 8 and also to reimburse the recovery effected Rs.1,09,713/- to the Pensioner.

be and is hereby approved

Agenda Item No. 9

Creation of Posts for Marine Department – “Pilot & Dock Master”
=====

Note of discussions at the meeting

Secretary Presented the Agenda,

Welcoming the proposal for creation of post for Pilot and Dock master under Marine Department, Shri.Rusel mentioned that due to shortage, Assistant Secretary Gr-II cannot be deployed in all the departments for looking out the establishment matters of the department concerned. He accordingly requested to consider for creation of atleast 2 post of Assistant secretary in the grade of Rs.16400-Rs.20600. As requested by Shri.Rusel, Chairman advised to consider creation of 4 posts of Pilot, 2 post of Dock Master and 2 posts of Assistant Secretary Gr- II.

RESOLUTION NO.67 OF 28.09.2018

RESOLVED THAT,

For creation of 4 posts of Pilot in the Payscale of Rs.29,100-54,500/-, 2 Posts of Dock Master in the payscale of Rs.32,900-58,000/- and 2 post of Assistant Secretart Gr.II in the scale of Pay of Rs.16,400-20,600/-
be and is hereby approved.

Agenda Item No.10 Declaration of holidays to be observed during the Year 2019
=====

Note of discussions at the meeting

Secretary Presented the Agenda,

RESOLUTION NO.68 OF 28.09.2018

6.1 **RESOLVED THAT**

To declare the closed holidays to be observed for the year 2019 as in Annexure – I and Restricted Holidays for the year 2019 as in Annexure-II.

be and is hereby approved

Agenda Item No.11 Ratification/Approval of the Board requested for the extension of Ambulance service as a welfare measures to the employees, CISF and their dependants and retirees and their spouses of VOCPT

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO.69 OF 28.09.2018

6.1 RESOLVED THAT,

Ratified the extended period of the contract referred at 1.2 & 1.3 of M/s. Arun Travels, Tuticorin upto 31.07.2018 involving the value of contract upto the period of extension of 99.34% & 34.12%, which are over and above the contract value of Rs.66,13,800/- & Rs.41,98,230/-, respectively.

be and is hereby approved

Agenda Item No 12 : Enhancement of Merit Scholarship & Supply of Memento at retirement to officials from Welfare Fund

Note of discussions at the meeting

Secretary Presented the Agenda,.

Shri.Rusel thanked the Chairman & all officers for the enhancement of merit scholarship and supply of memento at retirement to officials from Welfare fund.

Chairman informed that LIC coverage of Rs.10 Lakhs is planned to all the employees irrespective of death by accident/natural. The memento will be given for the officials who retired from 1.1.2017 and the revised merit scholarship will be from the academic year 2018-19.

RESOLUTION NO.70 OF 28.09.2018

6.1 RESOLVED THAT,

- i) To enhance the quantum of amount being awarded as merit scholarship to the children of employees of this Port for two children and by 50% on the existing amount prescribed
- ii) Presentation of Memento worth Rs. 13,500/- to the employees on retirement/resignation/ legal heir drawing family pension on or after 01.01.2017 who have paid contributions to the Family Security Scheme under Family Security Fund of VOCPT.

be and is hereby approved.

AGENDA ITEM No:13 Periodic review of the use of Hindi in V.O.

Chidambaranar Port Trust - Quarterly Report for the Quarter ending 30.06.2018.

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO. 71 OF 28.09.2018

6.1 RESOLVED THAT

Reviewed the use of Hindi in V.O.Chidambaranar Port Trust for the Quarter ending 30.06.2018

be and is hereby approved

Agenda Item No.14 :

Extension of free storage days of 15 days for the containers stacked in the Port area
=====

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO. 71 OF 28.09.2018

- 6.1 RESOLVED that ratified the action taken by the Chairman and the Trade Notice issued on 24.08.2018 confirming 15 days of free period for (storage of import/export) laden containers handled through rail (ICD or Non ICD) and to make the relevant charges applicable as per SoR clause 4.3/1(i)/C from 16th to 22nd day and thereafter for storage of laden containers moved by rail (ICD or Non ICD) u/s 53 of the MPT Act, "Exemption from, remission of, rates or charges.

be and is hereby approved.

AGENDA ITEM NO. 15: Information on status report of Department / Disciplinary Proceedings to Board Half Yearly Report (January, 2018 to June, 2018) .

Note of discussions at the meeting

Secretary Presented the Agenda,.

For a query from Shri.Rusel, regarding the disciplinary case in respect of Shri.C.Rajasekaran, Sr.Deputy Secretary, Dy.CPT informed that the matter is subjudice.

RESOLUTION NO. 72 OF 28.09.2018

- 2.2 RESOLVED THAT

The status report of Department / Disciplinary Proceedings from the period January, 2018 to June, 2018 is noted.

be and is hereby approved.

AGENDA ITEM No. 16 :

Hiring 1 No. of 50T BP Tug towards *replacement* for 1 No. of 50T BP hired Tug Ocean Brave for a period of seven years.

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO. 73 OF 28.09.2018

- 6.1 RESOLVED THAT

Ratification for having entered into contract with M/s. Ocean Sparkle Ltd., Hyderabad for Supply, Manning, Operation and Maintenance of 1 No. of 50T BP or more highly maneuverable Tractor, Reverse Tractor or ASD tug for VOC Port Trust on hire basis for a period of seven years, at the rate Rs.1,89,000.00 per day, at a total value of Rs.48,32,73,000/- (Rupees Forty eight crore, thirty two lakhs, seventy three thousand only) plus GST excluding the cost of fuel, electricity and fresh water.

be and is hereby approved.

AGENDA ITEM NO.17 :

Revision of Pension and other pensionary benefits of pre 1.1.2007 Retired Group "C" & "D" (Class III & IV) in the Major Ports and Dock Labour Board.

Note of discussions at the meeting

Secretary Presented the Agenda,.

ESOLUTION NO.74 OF 28.09.2018

- 6.1 RESOLVED THAT,

To approve for implementing the Ministry's order No. No.LB-18013/4/2018-L date 17th May,2018 and for the payment of revision of pension and other pensionary benefits of pre-1.1.2007 retired to all Group "C" & "D" (Class III

& IV) and CHD who are eligible/entitled in VOCPT (Port & CHD) with effect from 01.01.2007.

be and is hereby approved

Agenda item No.18 : Review of Important Plan Schemes taken up by Port
- Status up to 31.08.2018

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO.76 OF 28.09.2018

2.2 RESOLVED THAT

Reviewed the Important Plan Schemes taken up by Port up to
31.08.2018.

be and is hereby approved

AGENDA ITEM NO.19 : Revision of Pension & Other Pensionary Benefits
to Class III & IV .

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO.78 OF 28.09.2018

6.1 RESOLVED THAT

To approve for implementing the Ministry's order No. LB-18013/33/2016-LPE-I dated 15.1.2018 and for the payment of revision of pension and other pensionary benefits and to regulate their pension accordingly and to treat the non-recoverable amount as write off of losses amounting to Rs. 3,89,846.80 (Rupees Three lakhs Eighty Nine Thousand Eight Hundred and Forty Six and paise Eighty only) in view of O.M. dated 02.03.2016 as per para 2 Sl.No.(viii) under section 96 (Writing of losses) of

MPT Act 1963 of Ministry's letter No.17011/1/2005-PG, dated 11.02.2015 to those 8 pensioner who had given their consent letter to VOCPT.

be and is hereby approved.

Agenda Item No. 20 : Traffic Performance and Trade Promotional
Activities taken to improve cargo traffic
during 2018-19 (Upto August, 2018) .
=====

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO.79 OF 28.09.2018

2.1 RESOLVED THAT

Traffic Performance and Trade Promotional Activities taken
to improve cargo traffic during 2018-19 (Upto August, 2018)
is noted.

be and is hereby approved.

Agenda Item No. 21 : Continuing Allotment of land for storage of cargo in
Zone-A & B as Per Clause 3.3 License (Storage) Fee 2(ii)
@ Rs.10.22 per sqm of the general SoR.
=====

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO. 80 OF 28.09.2018

6.1 RESOLVED THAT,

- (i) To Approve for continuing the allotment of land inside Custom bonded area for storage of cargo other than coal (import and /or export) on monthly & weekly rental basis as per Schedule 3.3 License (Storage)

Fee Sl.No. 2(ii) of the General SoR which is Rs.10.22 per sq.m./month and Rs.2.55 per sq.m. /week or part thereof for Zone A and 50% of the rates for Zone B and for Coal vide Scale 3.3.2(v).

- 6.2 To ratify all the allotments made under Scale 3.3 2(ii) during the period from 17/10/2015 to till date(Annexure – V) for storage of import/export cargo inside Customs Bonded area including of 1500 Sq.m. of open area at Zone B allotted in favour of M/s. Indian Shipping and Logistics Pvt. Ltd for stacking of Rough Stone, as per the approval of CPT (Annexure – VI) and allotments made prior to 17.10.2015 but existing as on 17.10.2015 under Clause 3.3 of the General SoR.
- 6.3 To modify Board Res.No.55 dated 17.10.2015 to the effect covered by 5.1 above and adopt the Lease Rent notified under LPG 2014 for allotment of space for storage of cargo for import and export outside Security Wall and allotment inside or outside security for purposes other than storage of import and / or export cargo under LPG 2014.
- 6.4 To Authorize the Traffic Manager of the Port to allot open space for storage of Import/Export cargo inside Customs Bonded area as per Scale 3.3 of the General SoR and submit to Board once in a quarter for ratification.
- 6.5 To Authorize Estate Officer for allotment of land other than cases at Para 5.4 subject to approval of Board as per revised guidelines dated 17.07.2015 for allotment other than by e-tender, submitted to Board for ratification once in a quarter as per lease rental rate.
- 6.6 For allotments of area inside the Green Gate by PPP/license operator by concerned project heads as per land lease rates and as per condition laid down in relevant agreements and LPG issued from time to time.

be and is hereby approved.

AGENDA ITEM NO.22

Removal of loose materials in the turning circle & basin and removal of spillages at the jetty face by engaging a Back-hoe dredger through DCI – Ratification of the Board for award of work on nomination basis.

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO.81 OF 28.09.2018

RESOLVED THAT,

- 6.1 To ratify the work awarded to M/s.DCI for deployment of Backhoe dredger along with a barge for a period of 20 days at a cost of Rs 4,77,50,000/- for removing the disturbed sea bed in the turning basin and spilled cargoes in berths faces as per the DoP S.No.15 of section I of Annexure I read with Rule 184 of GFR. Expenditure debitable to Revenue expenditure - Repairs and Maintenance - Maintenance dredging.

be and is hereby approved.

AGENDA ITEM No.23

Amendment to the Tuticorin Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2008 in respect of Recruitment Rules for the post of Tugmaster Grade-II (Class-III) post of Marine Department

Note of discussions at the meeting

Secretary Presented the Agenda,

Shri.Rusel informed that the approval of the Harbour Craft Rules is still pending in the Ministry. Chairman informed that the matter has been taken with Mercantile Marine Department and as soon as the approval is received the exam will be conducted.

RESOLUTION NO. 82 OF 28.09.2018

RESOLVED THAT

4.1

To approve under Sub-section (i) of Section 24, read with Sub-section (1) of Section 132 of the Major Port Trusts Act, 1963, for amendment proposed vide Column No.12 of Para 2.1 to the Recruitment Rule for the post of Tugamster Gr.II (Class-III) post of Marine Department of VOC Port Trust.

be and is hereby approved.

AGENDA ITEM No.24: Amendment to the Tuticorin Port Trust Employees

(Recruitment, Seniority and Promotion) Regulations,
2008 in respect of Recruitment Rules for the post of
Sub-Officer(Class-III) post of Marine Department

Note of discussions at the meeting

Secretary Presented the Agenda,

RESOLUTION NO. 83 OF 28.09.2018

RESOLVED THAT

5.1 To approve under Sub-section (i) of Section 24, read with Sub-section (1) of Section 132 of the Major Port Trusts Act, 1963, for amendment proposed vide Column No.12 of Para 2.1 to the Recruitment Rule for the post of Sub-officer in the pay scale of Rs.17700-44600-Class-III post of Marine Department of VOC Port Trust.

be and is hereby approved.

AGENDA ITEM NO.25 Construction of cargo berth No.9 at Tuticorin Port-
Dispute between ITDC India limited and Port-
Arbitration award.

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO. 84 OF 28.09.2018

6.1 RESOLVED THAT

To approve the release of the awarded amount of
Rs.1,42,15,553/- under section 34 of MPT Act 1963

be and is hereby approved.

Agenda Item No.26 Administration Report with Annual Accounts
for the year 2017-18

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO.85 OF 28.09.2018

RESOLVED THAT

6.1 To approve the Administration Report of the Port with Annual
Accounts for the year 2017-18 for submission to the Central
Government, i.e Ministry of Shipping, Government of India in
terms of Section 106 of the Major Port Trust Act, 1963 in time.

be and is hereby approved.

Agenda Item No.27: Important Communication received from Ministry of
Shipping – Information to the Board – Information to the
Board of Trustees.

Note of discussions at the meeting

Secretary Presented the Agenda,.

For a query from Shri.Rusel regarding payment of arrears for Class III
& IV staff, FA&CAO informed that action has been initiated for payment
of the arrears along with the salary of October, 2018.

RESOLUTION NO.86 OF 28.09.2018

RESOLVED THAT

The Important Communication received from Ministry of Shipping regarding Payment of Productivity Link Reward (PLR) to all Ports and Dock workers / employees for the year 2017-18 is noted.

be and is hereby approved

Agenda Item No. 28: Extension of Medical facilities to the disabled sons / daughters of retired employees who are suffering from permanent disability of any kind (Physical or Mental) irrespective of age limit in accordance with the instructions issued in the O.M. dated 07.05.2018 by the Ministry of Health and Family Welfare.

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO.87 OF 28.09.2018

RESOLVED THAT

- 6.1 To approve extension of Medical facilities to the disabled sons/ daughters of the retired employees who are suffering from any permanent disability of any kind (Physical or Mental) irrespective age limit.
- 6.2 Necessary amendment as proposed in the Section 2 of the TPTE (Contributory Outdoor and Indoor Medical Benefit after Retirement) Regulations, 1996 may be considered.

be and is hereby approved.

AGENDA ITEM NO.29 :

Ratification for payment of legal fees to the Advocates above Rs.1,00,000/- paid during the period from 01.02.2018 to 31.08.2018 .

Note of discussions at the meeting

Secretary Presented the Agenda

RESOLUTION NO.88 OF 28.09.2018

RESOLVED THAT

- 6.1 To ratify the payments made above Rs.1,00,000/- in each case to the Retired Judge/AGI/ASG/Advocates during the period from 1.02.2018 to 31.08.2018 to a tune of Rs. 1,25,87,600/-(Rupees One crore Twenty five Lakhs Eighty Seven Thousand and Six Hundred only) in 09 cases and 03 Arbitrations under Section 88 (1) (k) of Major Port Trusts Act 1963.

be and is hereby approved.

Agenda Item No.30:

Remission of Port Charges w.r.t May 22nd incident at Tuticorin

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO.89 OF 28.09.2018

RESOLVED THAT

- 6.1 To approve waiver of revenue share paid by M/s.DBGT for collection of ground rent charges to a sum of Rs.24,84,668.26/- for storage of containers in the VIII berth container terminal during Sterlite protest, subject to submission of appropriate evidence by M/s.DBGT.

6.2 To authorize Chairman to consider request for remission of berth hire, anchorage & penal anchorage charges and ground rent for storage of containers on case to case basis from 22.05.2018 to 27.05.2018 which are received on or before 20th October 2018. Regarding Vessel Related Charges of berth hire, anchorage and penal berth hire charges the same may be considered on a case to case basis based on concrete evidence of hardship faced in vessel clearance u/s 53 of the MPT Act, "Exemption from, remission of, rates or charges".

6.3 To advise the container terminals also to consider remission of ground rent for storage of containers.

be and is hereby approved.

Agenda Item No.31: Capital Dredging of Approach Channel and Harbour basin to 15.2 mr. , widening the entrance and strengthening the Berths- Funding through External Commercial Borrowings in US Dollars and availing the Private Sector Loans in Rupee Terms from Asian Development Bank with the sovereign guarantee of Government of India-

Note of discussions at the meeting

Secretary Presented the Agenda,.

FA & Cao informed that as per the advice of Ministry the loan can be obtained from Asian Development Bank where the interest is lesser compared to other banks. However, at the time of actual borrowing of loan, decision may be taken for obtaining loan from ASB or other banks depending upon the lower rate of interest.

For a query from Shri. Rusel, regarding loan to be obtained from LIC, FA & CAO informed that LIC does not provide loan for the projects.

RESOLUTION NO.90 OF 28.09.2018

RESOLVED THAT

To approve for the proposal at para 2.1 for pursuing with M/s. Asian Development Bank for funding the project and to convey the same to M/s. Asian Development Bank & Ministry of Shipping for this approval. Authorize the Chairman as at para 2.2 and also to firm up the modalities of obtaining the loan from M/s. Asian Development Bank as cited at para 2.3.

be and is hereby approved.

Agenda Item No.32 : Dry Docking and 2nd Special Survey work of this Port Tug Tuticorin – Completion of work
=====

Note of discussions at the meeting

Secretary Presented the Agenda

RESOLUTION NO.90 OF 28.09.2018

RESOLVED THAT

To ratify the action taken for having completed the dry docking & 2nd special survey work of M.T. Tuticorin to comply with the statutory requirement at a total cost of Rs. 15,92,16,257/- plus GST as input tax credit and with additional expenditure of Rs. 1,79,62,181/- plus GST on dry dock. (12.72% excess on Board approved amount). under Section 93 and 34 of MPT Act 1963 read with SI No. 9 of Section I, Annexure I of DOP for excess over previous Board approval.

be and is hereby approved

Table Paper III

AGENDA ITEM NO:37

Construction of shallow draught berth for handling of Construction materials (SDB-CM) through PPP mode on DBFOT basis at V.O.Chidambaranar Port – Status Information – decision requested

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO.95 OF 28.09.2018

RESOLVED THAT

- i) To approve to give additional time of 10 days from the date of issue of letter from Port to fulfill the condition precedent as stipulated under Article 3 clause 3.1 (a).
- ii) If any failure to fulfill the condition precedent within the extended period of issuance of letter cited at (i) above by Port, Port will initiate action as per provision available under clause 3.6 of Article 3 read with clause 16.1 of Article 16 of C.A as indicated in para 8 (iii) (a) & (b) above for termination of the agreement.
- iii) To authorize Chairman to do all acts and deeds as per decision of the Board as aforesaid.

be and is hereby approved

Table Paper IV

Agenda Item No.38;

Engagement of Pilots on Contract basis – Implementation of Proposed revision of Terms & Conditions for engagement with remuneration and their validity period - regarding.

Note of discussions at the meeting

Secretary Presented the Agenda,.

RESOLUTION NO.96 OF 28.09.2018

RESOLVED THAT

- (i) To engage the contract Pilots for a period of 2 years until the proposed date of extension as detailed in Annexure –I ; However the extension after completion of 60 years of age will be subject to
 - (a) Annual medical fitness up to 65 years of age and
 - (b) Medical fitness every six months up to a maximum of 70 years of age.
- ii) To ratify the revision of remuneration from 14.08.2017 for both Contract and Regular Pilots as per Annexure - II; and
- iii) To revise the Terms and Conditions including Remuneration for Pilots on contract basis, Annexure – III;
- iv) TO appointment and Renewal of the contract for Pilots may be done with the approval of Chairman/VOCPT.

be and is hereby approved

Other Issues

- Shri.Rusel informed that the cooperative store functioning in the old shopping complex has not been shifted to new shopping complex so far due to imposition of higher rate of rent against the decision taken in the previous Board meeting to collect only 25% of the rent fixed for the shop. He requested to grant permission for charging rent as approved earlier and allow them to shift to the new shopping complex at the earliest. Chairman requested Dy.Chairman to look into the matter.
- Shri.Kathirvel stated that in Zone-B, one of the unions who is allotted with union office is not paying the rent. Chairman advised to look into the matter.
- Shri.Venkatesh Babu DIG informed that although it was discussed in the earlier Board meetings, no action appears to have been taken for improvement of the canteen maintaining the safety standards etc. Chairman informed that action will be taken for the development of the canteen.
- Shri.Venkatesh Babu DIG requested Chairman to provide a permission letter from VOCPT for berthing of coast Guard vessels in Finger jetty. Chairman informed to submit a proposal.