

 ISO 9001:2008, ISO 14001: 2004 & ISPS COMPLIANT PORT	<p>வ.உ.சிதம்பரனார் துறைமுகப் பொறுப்புக் கழகம்</p> <p>व.उ.चिदम्बरनार पत्तन न्यास</p> <p>V.O.CHIDAMBARANAR PORT TRUST</p> <p>(MINISTRY OF SHIPPING, GOVERNMENT OF INDIA)</p> <p>ADMINISTRATIVE OFFICE, HARBOUR ESTATE, TUTICORIN 628 004, TAMIL NADU</p> <p>MECHANICAL ELECTRICAL AND ENGINEERING DEPARTMENT</p>	 SAGARMALA
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Sub: Implementation of Suo Motu Disclosure under section 4 of RTI act.2005 - Reg.

Ref: GAD Lr.No-S-07/44/Misc./2018 -19/PI/D.2697 Dt:03.12.2019.
(Circular No.002/ 19 -20)

Please refer to the letter cited on the above mentioned subject.

In this regard, the Suo Motu disclosures in respect of MEE department in the prescribed format with supporting documents are furnished herewith for the period from July 2019 to December 2019.


Chief Mechanical Engineer


To
The Secretary/ VOCPT

Note No. MEE/Suo Motu/2020/D.

Dt:- 01.2020

A FRAMEWORK ON SUO MOTU 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 taken by MEE Dept
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	GAD	-
		(ii) Head of the organization	GAD	-
		(iii) Vision, Mission and Key objectives	GAD	-
		(iv) Function and duties	GAD	-
		(v) Organization Chart	GAD	-
		(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	-
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)	All Depts	Copies of DOP issued by MOS is enclosed as Annexure I
		(ii) Power and duties of other employees	All Depts	Duties are assigned as per designation of the employee
		(iii) Rules/ orders under which powers and duty are derived and	All Depts

		(iv) Exercised	All Depts	...
		(v) Work allocation	All Depts	Work allocation order issued by CME dt:03.12.2019 & 16.12.2019 for Reallocation of work in MEE dept. (Annexure II)
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	Ref Annexure – III (Organization Chart_MEE Dept)
		(ii) Final decision making authority	All Depts	
		(iii) Related provisions, acts, rules etc.	All Depts	
		(iv) Time limit for taking a decisions, if any	All Depts	Bench Marks are fixed as per ISO Manual (Annexure IV)
		(v) Channel of supervision and account ability	All Depts	Ref Annexure – III (Organization Chart_MEE Dept)
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	All Depts	Ref Annexure – III (Organization Chart_MEE Dept)
		(ii) Norms/ standards for functions/ service delivery	All Depts	
		(iii) Process by which these services can be accessed	All Depts	
		(iv) Time-limit for achieving the targets	All Depts	Bench Marks are fixed as per ISO Manual(Annexure IV)
		(v) Process of redress of grievances	All Depts	
1.5	Rules, regulations, instructions manual and records for	(i) Title and nature of the record/ manual /instruction.	All Depts	DoPT Orders, TPT (RSP) Regulations, 2008 Orders issued by DoPT from
		(ii) List of Rules, regulations, instructions manuals and records.	All Depts	

	discharging functions [Section 4(1)(b)(v)]	(iii) Acts/ Rules manuals etc.	All Depts	time to time Procurement Manual for Goods
		(iv) Transfer policy and transfer orders	All Depts	As per guidelines and orders issued by CVC time to time.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	All Depts	DoPT Orders, TPT (RSP) Regulations, 2008 Procurement Manual for Goods IMS Manual
		(ii) Custodian of documents/categories	All Depts	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	-
		(ii) Composition	GAD	-
		(iii) Dates from which constituted	GAD	-
		(iv) Term/ Tenure	GAD	-
		(v) Powers and functions	GAD	-
		(vi) Details of the previous Board Meetings	GAD	-
		(vii) Minutes of the Board meetings	GAD	-
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	All Depts	Annexure - V (List of Employees of MEE Dept)
		(ii) Telephone , fax and email ID	All Depts	
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	Not maintained by individual department, may be obtained from EDP. (Only Regular employees)
		(ii) System of compensation as provided in its regulations	All Depts	

1.10	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	All Depts	CME
		(ii) Address, telephone numbers and email ID of each designated official.	All Depts	-
1.11	No. Of employees against whom Disciplinary action has been proposed/	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	L&DAS	-
	taken (Section 4(2))	(ii) Finalised for Minor penalty or major penalty proceedings	L&DAS	-
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	GAD	-
		(ii) Efforts to encourage public authority to participate in these programmes	GAD	-
		(iii) Training of CPIO/APIO	GAD	-
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	GAD	-
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		All Depts	Order issued by Vigilance dept ref: VIG-1/8/2018/ D-938, dt:25.10.2018

2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks	Action taken by MEE Dept
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	Finance	-
		(ii) Budget for each agency and plan & programmes	Finance	-
		(iii) Proposed expenditures	Finance	-
		(iv) Revised budget for each agency, if any	Finance	-
		(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	GAD	-
		(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	-
		(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	Annexure VI (Ref List of NIT & Awarded works _MEE Dept)

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	All Depts	Not Applicable
		(ii) Objective of the programme	All Depts	
		(iii) Procedure to avail benefits	All Depts	
		(iv) Duration of the programme/ scheme	All Depts	
		(v) Physical and financial targets of the programme	All Depts	
		(vi) Nature/ scale of subsidy /amount allotted	All Depts	
		(vii) Eligibility criteria for grant of subsidy	All Depts	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	All Depts	
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	All Depts	Not Applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	All Depts	
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
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	All Depts	
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	-

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks	Action taken by MEE Dept
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	Link to be provided by EDP	
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens		
		(ii) Arrangements for consultation with or representation by	All Depts	-
		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		
		Public- private partnerships (PPP)	Mech.and Civil Depts	Annexure_VII_PPP Projects / License Projects
		(i) Details of Special Purpose Vehicle (SPV), if any		
		(ii) Detailed project reports (DPRs)	Mech.and Civil Depts	
		(iii) Concession agreements.	Mech.and Civil Depts	As per MCA issued by Ministry of Finance
		(iv) Operation and maintenance manuals	Mech.and Civil Depts	As provided by OEM
		(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	NIL
		(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	As per PPP guidelines issued by MoS time to Time

		(ix) All payment made under the PPP project	Mech.and Civil Depts	As per Concession agreement entered with the concessionaire.
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; (i) Policy decisions/ legislations taken in the previous one year	All Depts	-
		(ii) Outline the Public consultation process	All Depts	
		(iii) Outline the arrangement for consultation before formulation of policy	All Depts	
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 (i) Electronic format	GAD	-
		(ii) Printed format	GAD	
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	All Depts	For internal Use only Not for Sale
		(ii) At a reasonable cost of the medium	All Depts	

4. E.Governance

S.No.	Item	Details of disclosure	Remarks	Action taken by MEE Dept
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	GAD	-
		(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	-
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Link to be provided	-
		(ii) Name/ title of the document/record/ other Information	Link to be provided	
		(iii) Location where available	Link to be provided	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	All Depts	VOC Port Website (http://www.vocport.gov.in/)
		(ii) Details of information made available	All Depts	
		(iii) Working hours of the facility	All Depts	
		(iv) Contact person & contact details (Phone, fax email)	All Depts	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	GAD	-
		(ii) Details of applications received under RTI and information provided	GAD	-
		(iii) List of completed schemes/ projects/ Programmes	All Depts	Annexure_ VII

		(iv) List of schemes/ projects/ programme underway	All Depts	
		(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	-
		b) Result Framework Document (RFD)	All Depts	-
		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	-
		(ii) Details of appeals received and orders issued	PIO section	-
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 taken by Finance Dept
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	-

ANNEXURE 4**DELEGATION OF POWERS TO MAJOR PORTS****[NON-STATUTORY]**

Sl. No.	Nature of Power	Limits
I. POWERS ON WORKS & PROCUREMENT MATTERS		
1	To incur expenditure in anticipation of sanction in running/operation & maintenance works estimates	Chairman- Full Powers subject to availability of budget provision
2	To incur expenditure on repairs and maintenance including annual AMCs	Chairman- Full Powers Dy.Chairman- Rs. 200000 /- HODs- Rs. 25000 /- Dy.HODs- Rs. 10,000/-
3	To make advance payment for stores on receipt of RR through bank or on despatch documents	HODs- Full powers
4	To make advance payments to Govt. Semi Govt. PSUs or Reputed firms for execution of works or supply of stores or equipments	HODs- Full power subject to approval of the contract by the Competent Authority.
5	To let out work without calling for tenders	Chairman- Rs.2,00,000/- in each case, subject to constitution of Spot Purchase Committee (SPC). Dy. Chairman- Rs.1,00,000/- in each case, subject to constitution of SPC. HODs- Rs. 50,000/- in each case, subject to constitution of SPC.
6	Purchase of equipment / stocks without calling tenders / quotations	Chairman- Rs.5,00,000/- in each case, subject to constitution of SPC. Dy. Chairman- Rs.2,00,000/- in each case, subject to constitution of SPC. HODs- Rs. 50,000/- in each case, subject to constitution of SPC.

7	To purchase medicines etc for hospitals in Emergency	<p>Chairman- Full power</p> <p>Dy. Chairman- Upto Rs.20,000 -</p> <p>HODs- Upto Rs.5,000 -</p>
8	To purchase stores and medicines	<p>Chairman- Full powers</p> <p>Dy. Chairman- Upto Rs.3 lakhs in each case on the basis of competitive quotations after concurrence of Finance and upto Rs.1 lakh in each case through the Spot Purchase Committee.</p> <p>HODs- Upto Rs.50,000 in each case on the basis of competitive quotations after concurrence of Finance and upto Rs.20,000 in each case through the Spot Purchase Committee.</p>
9	To exceed sanctioned amount of an estimate	<p>Chairman- Upto 30% provided the total amount of WO/SO remains the powers of Chairman (beyond 30%, Board's approval to be obtained)</p> <p>Dy. Chairman- Upto 20% provided the total amount remains within the powers of the Dy. Chairman.</p> <p>HODs- Upto 10% provided the total amount remains within the powers of HOD.</p>
10	To make additions/ alterations to works during the course of executions	<p>Chairman- Upto 30% provided the total amount of WO/SO remains the powers of Chairman</p> <p>Dy. Chairman- Upto 20% provided the total amount remains within the powers of the Dy. Chairman.</p> <p>HODs- Upto 10% provided the total amount remains within the powers of HOD.</p>
11	To waive penalties imposed on Contractors / Vendors	<p>Chairman- Full powers</p>

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.
18	To grant permission to employees to serve on deputation or on foreign service	Chairman- Full powers except for HODs. subject to Regulations
19	To depute Officers/ employees for training in any place in India	Chairman- Full powers in respect of Class-I officers Dy. Chairman- Full powers in respect of Class-II officers HODs- Full powers in respect of Class-III employees Dy. HODs- Full powers in respect of Class-IV employees

20	Termination of probation after giving a reasonable opportunity of showing cause against such termination.	<p>Chairman- Full powers</p> <p>Dy. Chairman- Full powers in respect of Class II officers</p> <p>HODs- Full in respect of Class III & IV employees</p>
21	Power to order confirmation	<p>Chairman- Full powers</p> <p>Dy. Chairman- Full powers in respect of Class II officers</p> <p>HODs- Full in respect of Class III & IV employees</p>
22	Power to relax medical fitness standards where considered reasonable	<p>Chairman- Full powers including Class I & II officers</p> <p>Dy. Chairman- Full Powers in respect of Class III & IV employees</p>
23	To accept Home Town declaration and to relax production of obligatory evidence in connection with travel concession claims	Chairman- Full Powers including Cl.I officers, excepting Dy. Chairman and HODs.
	Power to forward application forms of employees seeking appointment elsewhere.	Dy. Chairman- Full Powers in respect of Cl. II officers
	Power to accept (i) resignation and (ii) voluntary retirement.	HODs- Full Powers in respect of Cl. III & IV employees
	To waive notice period in case of resignation / voluntary retirement	
24	To relax condition regarding repayment of Pay- & Allowances drawn & other expenses in case of resignation or retirement on medical grounds as per Reg.18 of Study Leave Regulations.	Chairman- As per Regulations
25	To grant leave	Chairman- Full Powers except when officiating arrangements are required in case of HODs
		Dy. Chairman- Full Powers except for HODs.

		<p>HODs- Full Powers to grant all kinds of leave except in case of Class III & IV where officiating arrangements are required or HOD can authorise any officer.</p> <p>Dy. HODs- Full Powers to grant all kinds of leave except where such authorisation given by HOD</p> <p>Subordinate Officer- Full Powers to grant all kinds of leave except where such authorisation given by HOD</p>
26	Grant or refuse leave and study leave.	<p>Chairman- Full powers</p> <p>Dy. Chairman- All employees under Classes I, II, III and IV except HODs</p>
27	Power to grant normal increments	<p>Dy. Chairman- Full powers</p> <p>HODs- Full powers in the case of all employees in their departments</p>
28	Power to grant advance increments to those appointed to posts covered by Section 24(i) (b) of the Major Port Trusts Act, 1963.	Chairman- Full powers.
29	Grant of Travelling Allowance as per Regulations.	<p>Chairman- Full powers</p> <p>Dy. Chairman- Full powers except HODs</p>
30	To permit Officers/ employees to travel by air who are not otherwise entitled	Chairman- Full powers
31	To sanction Official Tours	<p>Chairman- Full powers in r/o Class I Officers</p> <p>Dy. Chairman- Full powers in r/o Class II Officers</p> <p>HODs- Full powers in r/o Class III & IV employees</p>
32	To grant advance of Pay and TA on tour, TA on transfer and LTC	Chairman- Full powers for HODs
	Sanction of Leave Travel Concession	HODs- Full powers except HODs

	To sanction expenditure on cancellation of reservation of Air/Rail accommodation	
33	Grant of advance to employees for purchase of car/scooter/motor cycle.	Chairman- Full Powers in respect of CL I
	To grant Festival Advance and any other special advances framed under Regulations	Dy. Chairman- Full Powers in respect of CL II
	Grant of conveyance allowance	HODs- Full Powers for CL III & IV employees
	To sanction OT, Holiday Wages & NW	Chairman- Full Powers for OT & Holiday wages for CL III employees Dy. Chairman- Full Powers for OT & Holiday wages for CL IV employees HODs- Full Powers for Night wages for CL III & IV employees
	To grant Children's Educational Allowance	Chairman- Full Powers for Class I & II officers HODs- Full Powers for CL III & IV employees
34	Payment from the Welfare Fund other than award of Scholarships. 1. Award of Trust scholarships both ordinary and merit. 2. Payment of ex-gratia amount from the Welfare Fund in addition to others in case of death or invalidation while in service where the family continues to be in indigent circumstances	Chairman- Full powers for Class-I & II Dy. Chairman- Full powers for Class-III & IV
35	Payment of compensation to Port Trust Employees who are not workmen within the meaning of the Workmen's Compensation Act, 1923.	Chairman- Full powers for Class-I & II Dy. Chairman- Full powers for Class-III & IV
36	To provide immediate relief to the families of employees who die while in service	Chairman- Full powers in respect of Class-I & II Officers Dy. Chairman- Full powers in respect of Class-III & IV employees

37	To grant Advances/ Withdrawals from PF	Final	Chairman- Full Powers HODs- Full powers in r/o officers / staff of his Department Dy. HODs.- Full Powers in r/o officers/staff of his Department of this Division other than final withdrawals where special reasons are not required
38	Transfer of subscription in r/o GPF balances of employees who joins the Board's service from any Government service.		Chairman- Full powers in the case of Class-I officer excepting HODs Dy. Chairman- Full powers in the case of all Class II, III and IV employees.
39	Power to grant permission to take up outside work out of office hours. where remuneration is involved.		Chairman- Full powers in the case of Class-I officer excepting HODs Dy. Chairman- Full powers in the case of all Class II, III and IV employees.
40	Power to grant permission to take up outside work out of office hours. where no remuneration is involved.		Chairman- Full powers in the case of Class-I officer excepting HODs Dy. Chairman- Full powers in the case of all Class II, III and IV employees.
41	Grant of permission to accept any employment after retirement to a person who held a Class I post before retirement		Chairman- Full powers excepting for HODs.
42	Allotment of Trust's quarters; Sharing of residence allotted to an employee or any outhouses, garages and stables apartments thereto.		Chairman- Full powers Dy. Chairman- Full powers
43	To fix- standard market rent for residential and non-residential buildings and to fix penal rent		Chairman- Full powers
44	Administration of Pension Fund.		Chairman- Full powers HODs- FA&CAO - Full powers
45	Sanction of pension/gratuity		Chairman- Full powers Dy. Chairman- Full powers in the case of Class II, Class III & IV employees. HODs- Full powers in the case of Class III and IV employees.

46	With holding or withdrawing a pension or part thereof whether permanently or for a specific period if the pensioner is convicted of a serious crime or is found guilty of grave misconduct.	Dy. Chairman- Full powers in respect of all employees including HODs provided that no such orders shall be passed by Chairman in respect of HODs and Officers referred to in clause (a) of Sub-Section (1) of Section 24 of the Major Port Trusts Act 1963 without the prior approval of Govt. of India, vide Amendment Slip No.9 dt. 5.3.86.
47	Power to order recovery from Pension of the whole or part of any pecuniary loss caused to the Port Trust if in any departmental or judiciary proceedings the pensioner is found guilty for any grave misconduct or negligence during the period of his service including service rendered after reappointment.	Chairman- Full powers in respect of all employees including HODs provided that no such orders shall be passed by Chairman in respect of HODs and Officers referred to in clause (a) of sub-sec.(1) of Sec.24 of the Major Port Trusts Act 1963 without the prior approval of the Govt. of India. Dy. Chairman- Full powers in the case of Class II, Class III & IV employees. HODs- Full powers in the case of Class III and IV employees.
48	Condonation of interruption in service for pension; Sanction commutation of pension	Chairman- Full powers Dy. Chairman- Full powers for Class II, III and IV employees. HODs- Full powers for Class III and IV employees.
49	Condonation of break or breaks in service for a period each not exceeding six months provided each break is proceeded by atleast six months of continuous service.	Chairman- Full powers Dy. Chairman- Full powers for Class II, III and IV employees.
50	Reimbursement of Medical Expenses	Dy. Chairman- Full Powers for the cases referred by CMO
51	Extension of medical benefits to retired employees on payment of prescribed fees	Chairman- Full powers in respect of Class-I Dy. Chairman- Full powers in respect of Class-II HODs- Full powers in respect of Class-III & IV

III. POWERS TO DECIDE LEGAL MATTERS		
52	To sanction filing/defending all suits, appeals, writ petitions, etc., and to sanction legal expenses including charges for advocates/Legal counsel for filing and appearance in Court cases	<p>Chairman- Upto Rs.1.00 lakh in each case</p> <p>Dy. Chairman- Upto Rs.25,000 in each case</p> <p>HODs- Upto Rs.10,000 in each case</p>
IV. POWERS TO DECIDE TRADE MATTERS		
53	To refund over charges	<p>Chairman- Full powers or any Officer authorised by the Board</p> <p>HODs- Full powers</p> <p>Dy. HODs- Full powers</p>
54	To hire out and fix charges for Port Crafts, Plants, Appliances and enter into an agreement in respect of such hire	Chairman- Full powers
V. POWERS ON GENERAL MATTERS		
55	Investment of funds on the basis of competitive offers	<p>Chairman- Full Powers</p> <p>Dy. Chairman- Rs. 10 crs. in each case</p> <p>HODs- Rs. 2 crs in each case (FA&CAO)</p>
56	To sanction expenditure on Advertisements and for NIT	<p>Chairman- Full powers</p> <p>HODs- Full powers other than for port publicity (as per approved NIT Policy)</p>
57	To sanction expenditure on entertainment (VIP and guests).	Chairman- Full powers subject to amount being within the provision made in approved Budget Estimate.
58	To purchase furniture and fittings.	<p>Chairman- Full powers, subject to the amount being within the provision made in approved Budget Estimate.</p> <p>Dy. Chairman- Full powers for purchase of furniture and fittings in replacement of existing furniture and fittings and upto Rs.1,00,000 per annum for additional furniture and fittings for each department.</p>

		HODs- Up to Rs.50,000 for replacement and Rs.20,000 for new items
59	To sanction permanent imprest to Officers.	Chairman- Full Powers
60	To purchase instruments, appliances and apparatus etc.	Chairman- Full powers Dy. Chairman- Upto Rs.25,000 - in each case HODs- Rs. 15,000 - in each case.
61	To purchase books and publications	Chairman- Full Powers Dy. Chairman- Rs. 25,000 per annum for profession books per year HODs- Rs.10000 -for professional books per year
62	To sanction payments to Post & Telegraphs, Courier agencies	HODs- Full powers
63	To incur expenditure printing and stationery	Chairman- Full powers Dy. Chairman- Upto Rs.2,00,000 - per annum HODs- Upto Rs. 50000 per annum provided non availability Certificate is obtained from Materials department division
64	To incur miscellaneous expenditure	Chairman- Full powers within the approved budget Dy. Chairman- Up to Rs.100,000 pa for recurring and Rs.100,000 pa for non-recurring expenditure HODs- Up to Rs.20,000 pa for recurring and Rs.40,000 pa for non-recurring expenditure
65	Sanction of obligatory payments like licence fees, taxes, insurance, Testing & certification	Dy. Chairman- Full powers
66	To fix life and scrap value of Port Assets	Board- Full powers subject to Guidelines by the Govt

V.O. CHIDAMBARANAR PORT TRUST
MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT
PERSONNEL SECTION

No. MEE-21/1/2019-P/D. 4354

Date: 03.12.2019

OFFICE ORDER

Sub: Reallocation of works in Mechanical &
 Electrical Engineering Department – Reg.

In suppression of office order No: MEE-21/1/2016-P/D.3745
 Dt:01.11.2018, works in Mechanical and Electrical Engineering Department are
 hereby reallocated as follows:

1. **Shri. P. Senthil Kumar, S.E(Mech- I) is responsible for the work related
 to Stores Division, Vehicle & workshop division and Electrical Division**

a. Stores division:

1.	Shri. S. Shunmugam, EE / Mechanical	To be reported on SE M(I) Overall responsible for <ul style="list-style-type: none"> ➤ Inventory control. ➤ e-auction, e-Procurement, e-Tender ➤ Receipt and issue of material ➤ Up keeping of Main Stores. ➤ Cordination fore-office implementation ➤ GeM procurement ➤ Procurement manual updation ➤ And any other works assigned from time to time.
2.	Shri Rajesh Kannan A.E(Elec)	To be reported on EE (Mech)/DMM <ul style="list-style-type: none"> ➤ Purchase of materials ➤ Spot purchase committee ➤ Local purchase ➤ e – auction ➤ purchase of welfare items / PPP items Lubricants, fuel etc.,

		<ul style="list-style-type: none"> ➤ And any other works assigned from time to time.
3	Shri Jerin JE(Mech)	<ul style="list-style-type: none"> ➤ Purchase of Mechanical goods and general items through tender (e – tender, GeM , NIC, SAP platforms etc.,) ➤ Refund of EMD, security deposit and other correspondence with the vendors ➤ And any other works assigned from time to time.
4	Shri Sabarinathan JE(Elec)	<ul style="list-style-type: none"> ➤ Purchase of Electrical goods through tender (e -tender, SAP, GeM, NIC platform etc.,) ➤ Procurement manual updation ➤ e – office implementation ➤ And any other works assigned from time to time.
5	Shri. S. Balasingh Veeraraj, AE(Mech)	<p>To be reported on EE (Mech)/DMM</p> <ul style="list-style-type: none"> ➤ Issues and receipt of materials ➤ Inventory control at port main stores, ➤ Up keeping of port main stores ➤ And any other works assigned from time to time.

b. Vehicle and workshop division:

1.	Shri. S. Shunmugam EE / Mechanical.	<p>To be reported on SE M(I)</p> <p>Overall responsible for</p> <ul style="list-style-type: none"> ➤ Planning of vehicles, to meet the transport requirements of Port ➤ Monitoring the operation of hired vehicle ➤ Monitoring and control of Vehicle division Employees including contract staff ➤ Repair, maintenance and trouble free operation of port vehicles ➤ Hiring / Leasing of vehicles, ➤ Overall supervision of Operation and Maintenance of water lorry,
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		fog machine ,Road sweeping machine and Port lift lorries ➤ Maintenance of field workshop ➤ Up keeping the validity of all statutory certificates, fitness, Insurance etc., ➤ Any other works assigned from time to time.
2.	Shri. T. Sugarajan, AEE(MECH)	To be reported on EE (Mech) ➤ Ensuring uninterrupted operation of vehicles deployed. ➤ Up keeping statutory certificates, Insurance, fitness certificates etc., ➤ Operation and maintenance of port vehicles ➤ Supervision of Hired vehicles ➤ Ensuring trouble free operation of water lorry, fog machine, Road sweeping machine, Port lift lorries ➤ Monitoring the operation of hired vehicle ➤ Processing of bills in timely manner ➤ Maintenance of field workshop ➤ Any other works assigned from time to time. ➤ Assisting AEE(Mech) in the work of Vehicle and Workshop division ➤ Any other works assigned from time to time.
3.	Shri. N. Veeraputhiran JE(MECH)	

B. Electrical Division:

1	Shri. B. Selvaraj, EE / Elec.	To be reported on SE M(I) Overall responsible for ➤ Wharf crane electrical subdivision (subdivision – IV) ➤ Wharf Electrical subdivision
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		<p>(subdivision – I)</p> <ul style="list-style-type: none"> ➤ Execution of projects of the concerned subdivision's Jurisdiction. (Newly formed tender cell will carry out the work from the stage administrative approval till issue of work order) ➤ All electrical installation inside Green gate and Red gate. ➤ Trouble free operation of Wharf cranes and AMC of Wharf cranes ➤ Water sprinklers ➤ All Ministerial, Parliamentary, IPA correspondences, External, Internal Audit, CVO, RTI, ISO, Swatch Bharath, Budget etc., ➤ Any other works assigned from time to time
2	Smt. Cuba AE(Elec)	<p>To be reported on EE (Elec)</p> <ul style="list-style-type: none"> ➤ All Ministry correspondence, video conference meetings ➤ Statement to Ministry and other departments, IPA replies ➤ ISO, RAO, Internal audit, Swatch Bharath, office correspondence, ➤ Audit annual inspection report, ➤ Vigilance correspondence and RTI ➤ All monthly, quarterly, half yearly returns. ➤ Monthly reports and IEBR budget ➤ Parliamentary questions ➤ e – Samiksha ➤ And any other works assigned from time to time.
	Shri. K. Mohamed Shareed AEE(MECH)	<p>To be reported on EE (Elec)</p> <ul style="list-style-type: none"> ➤ Wharf Crane Mechanical maintenance ➤ operation of wharf cranes. ➤ Monitoring AMC works of water Sprinkler ➤ AMC for wharf cranes.

		<ul style="list-style-type: none"> ➤ Up keeping of Statutory certificates ➤ Any other works assigned from time to time
	Shri. P. Jayakumar AE(ELEC)	<p>To be reported on EE (Elec)</p> <ul style="list-style-type: none"> ➤ Operations and maintenance of all electrical installation inside Green gate and Red gate (Electrical subdivision I & IV) ➤ Wharf crane electrical/electronic maintenance ➤ Any other works assigned from time to time.
	Shri Ganesh Prabhu J.E (Elec)	<ul style="list-style-type: none"> ➤ Assisting AE(Elec) in the work of Wharf crane and wharf electrical subdivision ➤ Any other works assigned from time to time
	Shri. A. Senthil Ganesh AEE(Electrical)	<p>To be reported on SE M(I)</p> <p>Overall Responsible for</p> <ul style="list-style-type: none"> ➤ Town ship subdivision including Truck parking terminal and Zone B (Subdivision II) ➤ Admin building subdivision including hare island (Subdivision III) ➤ High masts, communication ,solar, cooling equipments. ➤ Execution of projects of the concerned subdivision's Jurisdiction. ➤ (Newly formed tender cell will carry out the work from the stage administrative approval till issue of work order). ➤ Any other works assigned from time to time.
	Shri. T. Thomas, AE(ELEC)	<p>To be reported on AEE (Elec)</p> <ul style="list-style-type: none"> ➤ Responsible for trouble free operations and maintenance of all electrical

	<p>installation in the township area, Point of supply, Truck parking terminal & Zone B (Subdivision II).</p> <ul style="list-style-type: none"> ➤ All electrical installation in the Port hospital and Port guest house ➤ And any other works assigned from time to time.
Shri. S. Arul Manikandan JE(ELEC)	<ul style="list-style-type: none"> ➤ Assisting AE(Elec) in the work of (Subdivision -II) ➤ Any other works assigned from time to time
Shri. G. Mohideen Irshad Ahamed AE(ELEC)	<p>To be reported on AEE (Elec)</p> <p>Responsible for trouble free operation of</p> <ul style="list-style-type: none"> ➤ Admin building Electrical subdivision (subdivision-III), all electrical installation in the Admin building and Hare island, ➤ 22KVA centralized Electrical control room near Auto yard ➤ Telephone exchange and correspondence with BSNL. ➤ Maintenance of Bio metric system ➤ Any other works assigned from time to time
Shri. Eswaran AE(ELEC)	<p>To be reported on AEE (Elec)</p> <p>Responsible for trouble free operation of following</p> <ul style="list-style-type: none"> ➤ High Mast / solar powered in operational and Nonoperational area in the port. ➤ 100KVA & 400KVA total rop solar power plant ➤ All cooling equipments (Admin office, Guest house, Hospital, inside and outside of Wharf) ➤ Supervision of AMC contract of RO plants ➤ CCTV systems ➤ Any other works assigned from time to time.

2. Shri. T.Vedananarayanan, S.E(Mech II) is responsible for the works related to the following :

1. Tender Cell (Works & services):

Tender cell is responsible for all the Open & Global Tender of the MEE Dep from the administrative approval stage till the stage of issue of work order. On award of work, the concerned division shall responsible for the successful execution of the work.

2. PPP cell

PPP cell is responsible for monitoring and management of all on going PPP projects and successful implementation of newly conceived PPP projects.

3. Legal Matters pertaining to the dept,

4. Ambient Air Quality, Generators.

	Shri. T. Aravindan EE / Mech	<p>To be reported on SE M (II).</p> <ul style="list-style-type: none"> ➤ Overall responsible for timely completion of all tendering process (Receipt of Administrative approval from all concerned divisions of the Dept, Inviting Tenders, Evaluation of tenders and issue of Work orders) . ➤ Successful implementation of upcoming PPP projects ➤ Monitoring and management of ongoing PPP Projects ➤ Preparation of Dept Manual ➤ Any other works assigned from time to time
1	Shri. N. Chandrasekar AEE / Mech	<p>(Tender Cell)</p> <p>To be reported on EE(Mech).</p> <ul style="list-style-type: none"> ➤ Tendering of works and services of Mechanical and Marine division of MEE Dept from the stage of inviting tender till award of work (for all works / services value more than Rs.5 Lakhs) ➤ In addition to the above, to follow the ongoing court cases and Arbitration

	<p>cases of PSA-SICAL with concern.</p> <p>AEE(M)</p> <p>➤ Any other works assigned from time to time.</p>
<p>Shri. P.Pradeep Santhosh Kumar AE(ELEC)</p>	<p>(Tender Cell)</p> <p>To be reported on EE(Mech).</p> <p>➤ Tendering of works and services of Electrical division of MEE Dept from the stage of inviting tender till award of work. (for all works / services value more than Rs.5 Lakhs)</p> <p>➤ Any other works assigned from time to time</p>
<p>Shri. Padmanabhan AEE(MECH)</p>	<p>(PPP Cell)</p> <p>To be reported on EE (M).</p> <p>➤ Timely implementation of all newly conceived/upcoming PPP projects. Liaison / correspondence with external agencies /MoS/SFC/ Security/ TAMP approvals etc</p> <p>➤ Appointment of Transactional advisor/ Independent engineer/RFQ/RFP/pre-bid/LoA/CA stages.</p> <p>➤ Any other works assigned from time to time.</p> <p>presently envisaged PPP Projects - Mechanization of NCS, Development of Berth 9 as container terminal.</p>
<p>Shri. P. Lakshmanan AE(MECH)</p>	<p>(PPP Cell)</p> <p>To be reported on EE (M).</p> <p>➤ Monitoring and Management of all existing PPP/ License projects</p> <p>➤ At present implemented PPP projects are:</p> <ol style="list-style-type: none"> 1.Container terminal at Berth No 7 . 2.Container terminal at Berth No 8. 3.Conveyer at Berth No 9.

	<p>4. Three Nos of HMC's.</p> <p>5. Eight Nos of hoppers.</p> <p>➤ Any other works assigned from time to time.</p>
Shri. Jesuraja soris AEE(MECH)	<p>To be reported on SE – Mech (II)</p> <p>➤ All court cases of MEE Dept pending with Honorable Supreme court, High Courts, District courts & Arbitration tribunal etc</p> <p>➤ Supervision of AMCs of Generators, Planning of Port generator requirements.</p> <p>➤ Supervisor of AMC of Ambient air Quality monitoring system</p> <p>any other works assigned from time to time</p>

2. Marine:

Shri. M. Muthupandian, Executive Engineer / Mechanical	<p>To be reported on SE – Mech(II)</p> <p>Overall Responsible for</p> <p>➤ Marine Division works, including floating crane.</p> <p>➤ Vessel Dry docking.</p> <p>➤ Up keeping the validity of all statutory certificates, Division's office works etc</p> <p>➤ And any other works assigned from time to time.</p>
Shri. G. Chidambaram Pillai AEE(MECH)	<p>To be reported on SE – Mech</p> <p>➤ Trouble free operation and maintenance of all flotilla of Marine Division</p> <p>➤ Dry docking and related to Port floating craft</p> <p>➤ Procurement of spares for floating craft</p> <p>➤ Up keeping the validity of all statutory certificates (PS, MCO, Radio Survey)</p> <p>➤ All marine division office works</p>

		➤ And any other works assigned from time to time.
	Shri P. Suresh Anadha kumar JE(Mech)	➤ Assisting AEE (Mech) in the work of Marine Division ➤ And any other works assigned from time to time

The files / correspondences related to the above works along with pending papers / ongoing project works should be handed over to the concerned officer who will take the charge in the division/subdivision. Report on the charges handed over / taken over by the above officers has to be submitted to the CME immediately.


 CHIEF MECHANICAL ENGINEER

To

1. The individual officers of MEE Dept.

Copy to

1. All heads of the Department
2. Dy. CME.
3. Asst Sectary / MEE Dept
4. The Sr. Deputy Director / EDP
5. Pay bill section / Finance Dept
6. Personnel claims section / MEE Dept
7. PS to Chairman

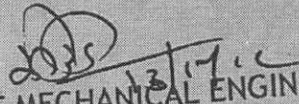
V.O.CHIDAMBARANAR PORT TRUST
MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT
PERSONNEL SECTION

Dated: 6.12.2019

No.MEE-21/2/2018/D 4585

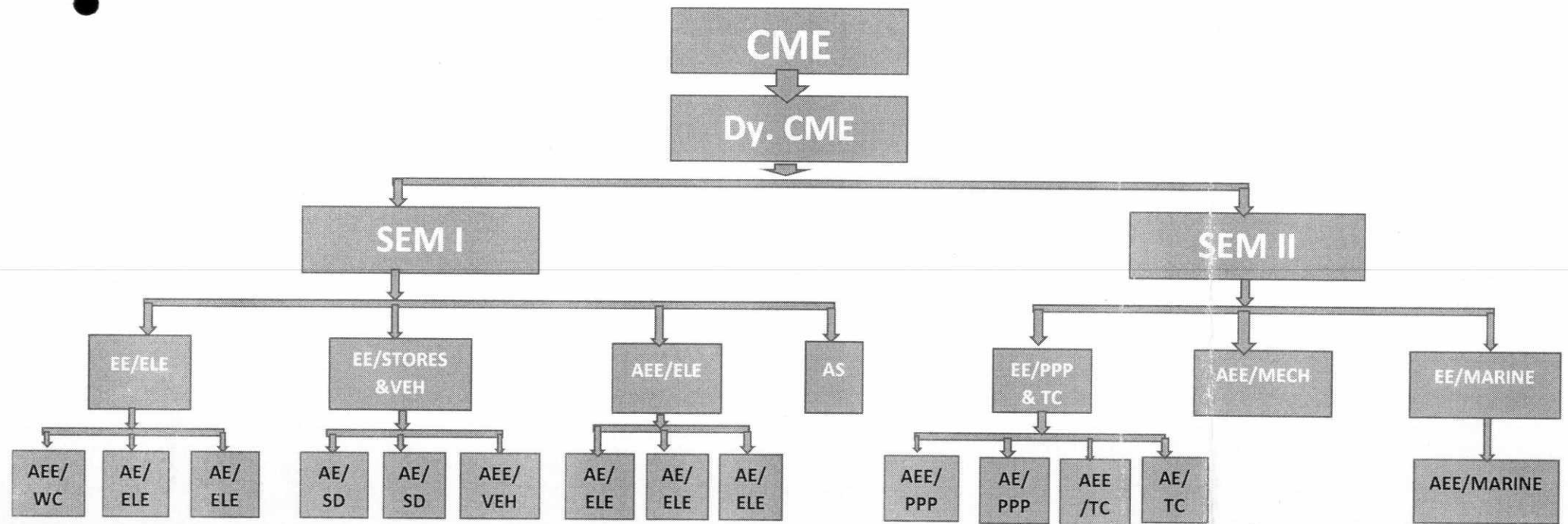
OFFICE ORDER

Due to the administrative reasons, Files/correspondence of Establishment section in Mechanical and Electrical Engineering department is routed through Shri P.Senthil Kumar, Superintending Engineer(Mech-I) .


CHIEF MECHANICAL ENGINEER

To
Shri P.Senthil Kumar, Superintending Engineer(Mech-I)

o/c



V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

BENCHMARK

1	Effecting temporary power supply	1 hour on receipt of approval from Competent Authority.
2	Effecting Permanent power supply	2 hours on completion of all works as per IE rules by the users side.
3	Attending electrical breakdowns	Depending on the nature. (Minimum 30 Minutes)
4	Effecting Power supply with Generator in case of power failure	10 minutes
5	Prepare bill for actual consumption in format QE/EWM/ FTS. Send 3 copies to P & M division office.	8 working days from the date of disconnection.
6	Process and submission of work/supply bills	5 Working days (if it is in order)

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

BENCHMARK

- | | | |
|--|---|--|
| 1. Receiving log books | - | Before 20 th of every month |
| 2. Review of log books | - | 4 working days |
| 3. Sending format for temporary power supply to A/D for refund | - | 5 working days |
| 4. Issue order for temporary power supply | - | 3 working days |
| 5. Sending bills to HC/JAO/AO | - | 2 working days |
| 6. Authorise and publish to A/D | - | 1 working day |
| 7. Obtaining counter signature of the EE in bill | - | 1 working day |
| 8. Sending Cheques to A/D | - | Next working day |
| 9. Preparation of Current Consumption statement | - | Before 21 st of subsequent month
For every bi-monthly CC-bills |

ISSUE NO: 00

DATE: 05.07.17

APPROVED BY

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

BENCHMARK

- 1 Processing and submission of bills : 3 Working days (if it is in order) after
pertaining to supply of stores to receipt of Bill or materials which ever
CME's Office is later.
- 2 Works bills to CME's Office : 5 Working days after receipt of bill and
after completion of work
- 3 Wire rope changing (one rope) : 8 Hours
- 4 Applying cardium compound : 4 Hours
(one rope)
- 5 Attending rope slip at jib end : 4 Hours
- 6 Attending rope slip/loose at bucket : 4 Hours.
- 7 Log books : On or before 20th of succeeding month
- 8 Deployment of operator to operate : (a) 30 Minutes,if operator is available
equipment on demand from Traffic (b) 2 Hr. to arrange operator on OT, if
there is shortage of operator.
- 9 Submission of log books for review : On or before 20th of succeeding month
by
EE(Cargo Handling)
- 10 Inform Shipping control to engage ½ Hours.
Railway power in case Port's Loco
goes on repair during operation

FORM NO: 00
DATE 05.07.17

APPROVED BY

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

BENCHMARK

- 1 Processing and submission of bills pertaining to supply of stores to CME's Office : 3 Working days (if it is in order) after receipt of Bill or materials which ever is later.
- 2 Works bills to CME's Office : 5 Working days after receipt of bill and after completion of work
- 3 Wire rope changing (one rope) : 8 Hours
- 4 Applying cardium compound (one rope) : 4 Hours
- 5 Attending rope slip at jib end : 4 Hours
- 6 Attending rope slip/loose at bucket : 4 Hours.
- 7 Log books : On or before 20th of succeeding month
- 8 Deployment of operator to operate equipment on demand from Traffic : (a) 30 Minutes,if operator is available
(b) 2 Hr. to arrange operator on OT, if there is shortage of operator.
- 9 Submission of log books for review by EE(Cargo Handling) : On or before 20th of succeeding month
- 10 Inform Shipping control to engage Railway power in case Port's Loco goes on repair during operation : ½ Hours.

ISSUE NO: 00

DATE 05.07.17

APPROVED BY

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

BENCHMARK

1. Verify and receive Materials and prepare the Goods Receipt within five working days from the date of its receipt.
2. Review Unmoved materials once in six months for its suitability.
3. Initiate proposal to declare the obsolete and unserviceable materials as surplus for disposal.

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

BENCHMARK

1. Verify and receive Materials and prepare the Goods Receipt within five working days from the date of its receipt.
2. Review Unmoved materials once in six months for its suitability.
3. Initiate proposal to declare the obsolete and unserviceable materials as surplus for disposal.

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

BENCH MARK

Sending monthly statements to Development Adviser Ports, Director(Mech), ZK	10 th of every month
S-Summary	Weekly update
MPF monthly reports	Monthly update

ISSUE NO: 00
DATE: 25.07.17

REVISION NO :1
DATE :02.04.2019

APPROVED BY
Chief Mechanical Engineer

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

BENCH MARK

Submitting monthly statements to Development Adviser Ports, Director(Mech), PA	10 th of every month
Submitting	Weekly update
Submitting monthly reports	Monthly update

APPROVED BY

REVISION NO. 1

DATE: 02.04.2015

Chief Manager / Project

MECHANICAL & ELECTRICAL ENGINEERING DEPARTMENT
List of Officers and their contact details

Annexure - W ✓

Name and Designation	Telephone Numbers		
	Off.	EPABX	Residence / Mobile
Shri V.Surash Babu Chief Mechanical Engineer Fax	2352270 2354274	2200	9443389504
Shri A.Janarthanan Pillai Deputy Chief Mechanical Engineer	2352666	2201	9489078666 2234
Shri P.Senthil Kumar Superintending Engineer/Mech -I	2352013	2207	9944691305
Shri T.Vedamarayanan Superintending Engineer / Mech - II	2352450 (Telefax)	2226	2310949 89036 29092
Shri M.Muthupandian Executive Engineer / Mech.		2205	2271615 94869 84573
Shri B.Selvaraj, Executive Engineer/Elec		2266	2347034 9443529093
Shri T.Aravinthan Executive Engineer / Mech.		2224	2311022 9486983879
Shri S.Shunmugam Executive Engineer / Mech.	2211	2254	2355430 9442554310
Shri R.Padmanabhan Assistant Executive Engineer/Mech.		2211	9524447636
Shri G.Chidambaram Pillai Assistant Executive Engineer/ Mech		2211	9486984011
Shri K.Mohammed Shareef Assistant Executive Engineer/Mech		2211	9486984010
Shri A.Senthil Ganesh Assistant Executive Engineer / Electrical		2203	8903443444
Shri N.Chandrasekar Assistant Executive Engineer/ Mech		2212	9790624455
Shri T.Sugarajan Assistant Executive Engineer/ Mech		2249	9442538487
Shri S.A.J. JesurajSoris, Assistant Executive Engineer/Mech	94896 59627	--	9003525710
Smt. C.Vijaya Assistant Secretary Gr-II		2253	
Smt.E.Cuba Assistant Engineer/ Electrical		2248	
Shri V.Rajesh Kannan Assistant Engineer/ Electrical		2258	9486983934
Shri S. Easwaran Assistant Engineer/ Electrical		-	9444410009
Shri P. Jeyakumar Assistant Engineer/ Electrical		2225	9445299459
Shri G.Mohideen Irshad Ahamed Assistant Engineer/ Electrical	94896 59624	--	9578122519
Shri P. Pradeep Santhosh Kumar Assistant Engineer/ Electrical		--	9790308867

MECHANICAL & ELECTRICAL ENGINEERING DEPARTMENT
List of Officers and their contact details

Annexure - IV

Shri P.Lakshmanan Assistant Engineer/ Mechanical		2052	9486984639
Shri T.Thomas Junior Engineer/Electrical		2231	9487081062
Shri S.BalasinghVeraraj Assistant Engineer/ Mechanical		2230	9486984694
PA to HoD		2206	
Assistant Engineer / Marine Workshop		--	9489659653
Electrical & Communication Section		2244	
Stores Division		2247	
Personal Claims Section		2057	
General Co-ordination Section		2247	
Marine Section		2211	
P & M Section		2212 2224	
Budget & Accounts Section		2213	
Personnel Section		2209	
Electrical Control Room (Admn. Bldg.)		2214	
Electrical Sub-station at Additional Berth	9489659624	--	
Electrical Sub-station at VOC wharf	9489659628	--	
Electrical Sub-station near Hospital		2239	
Electrical Sub-Division (Township)		2240	
Electrical Sub-Division (Admn.Bldg.)		2231	
Electrical Control room near Post office		2232	
Service Station – VOC wharf	9489659627	--	
Point of supply	9489659632	--	
Wharf Crane (Electrical)	9489659628	--	
TRF Crane Yard / Contractor	9489659630	--	
Coal stack yard water sprinkler	9489659615		
Field Workshop Sub-Division		2228	
Vehicle (Operation) Sub-Division		2230	
Vehicle (Repair) Sub-Division		2227	
Security Gate / Auto		2837	
Security Gate / Main Store		2847	
Fire Fighting Pump House	9443389515	--	
Oil Jetty Electrical	9489659621	--	
Fire Station / Oil Jetty	9489659650	--	
Senior Store Keeper / Issues		2060	
Store Keeper / Receipts		2052	
Senior Assistant Store Keeper /Wharf Bunk	9489659631	--	
C.C.T.V. Control Room		2882	
Wharf Equipment Operation	9489659627	--	

**List of published NIT from July 2019 to
December 2019**

Sl.No	Name of Work	NIT No	Publishing Newspaper	Published on	Remarks
1	Dry docking and survey repair works on Pilot launch M.L.Mussal	MEE/SE2P1/MEC/Musal/2019	The Hindu (All Edition) Dinamani (All Edition)	17.07.2019	
2	AMC for Diesel Generator set available in VOCPT for Two years	MEE/SE2E1/ELE/F.18(7)/2019	The New India Express (Southern Region) The Hindu (Tamil Nadu Edition)	18.07.2019	
3.	Disposal of 27Nos wind turbine blades (through M/s.MSTC Ltd, Chennai, by re e – auction)	MEE/SD/AEE/F. 24/3 -18	Times of India (All Edition Tamil) Daily Thanthi – All Edition	09.08.2019	
4	CAMC of CCTV system in Port Administration Building for a period of four years	MEE/SE/VH/HIR/AMR/01	Dinakaran (Tamilnadu edition) The Hindu (Tamil) (Tamil Nadu Edition)	09.08.2019	
5	Hiring of 4Nos Force Traveler type Ambulance along with drivers & helpers for a period of three years.	MEE/SE3EL/Elec/F.18(9)/V1/2 018	The Indian Express (English) (Northern Region) The New Indian Express (English) (Southern Region) Dinamalar (All Edition)	27.09.2019	
6	Disposal of 10 lots through e – auction	MEE/SD/AEE/F. 24/4 -18	The Hindu (Tamil) (Tamil Nadu Edition) Times of India (Southern Edition-English)	31.10.2019	
7	Hiring of vehicles for HODs and Officers of Port for the period of three years	MEE/SE1VH/HIR-POF05-VI-19	The Hindu – English (All edition)	01.11.2019	
			The New Indian Express (English) (All Edition)		
			Thinamani - Tamil (All edition)		
			The Indian Express (English) (Northern Region)	02.11.2019	

LIST OF WORK AWARDED FROM JULY 2019 TO DECEMBER 2019

Sl.No	Name of Work	Name of the Contractor	Contract Value	Period of completion	Work Order Issued on
1	Hiring of 1No 14T capacity mobile crane and 1No JCB on as and when requirement basis for attending routine maintenance work within the boundary of VOCPT for a period of one year	M/s.Narayanan Associates., Tuticorin	Rs.4,46,400/- + GST	One year	28.06.2019
2	Annual maintenance contract for cleaning of spilled cargo in cable duct service gallery for a period of two years	M/s. J.Vairamuthu., Tuticorin	Rs. 7,48,800 /- + GST	Two years	03.07.2019
3	Comprehensive AMC for 2 Nos passenger lift at Administrative Building of VOCPT	M/s. Johnson Lifts Pvt Ltd., Madurai	Rs.5,78,040/- + GST	Three years	07.08.2019
4	Comprehensive Annual Service repairing maintenance of 8 Nos of Fax machine in VOCPT for a period of 5 yrs	M/s. Indian Network Technology, Chennai	Rs.3,00,000/- + GST	Five years	07.08.2019
5	Comprehensive Annual Maintenance contract for two digit exchange in VOCPT for three years excluding first year warranty period	M/s.MVD Technologies Pvt Ltd, Delhi – 110 092	Rs.11,37,100/- + GST	Three years	20.08.2019
6	Dry docking and survey repair works on Pilot launch M.L.Mussal	M/s.Royal tech Marine Engineers Pvt Ltd., Chennai	Rs.52,58,565/- + GST	90 days	04.10.2019
7	Comprehensive Annual Maintenance contract for 1 No. Drive through Container Scanning system with 2 yr onsite warranty and eight yrs CAMC	M/s. Rapiscan System pvt lts, Singapore -348574	Rs.46,25,21,855 /-	15 months	14.10.2019
8	AMC for diesel generator set in VOCPT	M/s. SSV Cabs., Tuticorin	Rs.22,15,200/- + GST	Two years	02.11.2019
9	Comprehensive AMC of CCTV System at Port Administrative Building for a period of four years	M/s.Indian Network Technology., Chennai	Rs.41,92,000/- + GST	Four years	30.10.2019
10	Supply & laying of LTUG cable from SS11 feeder to pillar box near Muniyasamy kovil and providing LT power supply to Hare Island Navigational tower and AAQMS	M/s.Cognax Automation., Tuticorin	Rs.14,03,950/- + GST	Two months	03.12.2019

PPP Projects / License Projects			
Sl.No.	Name of Project	Name of the Concessionaire / Licensee	Mode
1	Conversion of VIII berth as container terminal on BOT Basis for a period of 30 years	M/s.Dakshin Bharath Gateway Terminal Pvt. Ltd	PPP (Investment by the Concessionaire)
2	Up-gradation of Mechanical handling Infrastructure at berths I to VI & IX on BOO basis for a period of 10 years	M/s.IMCOLA Crane Company Pvt. Ltd., Mumbai	PPP (Investment by the Concessionaire)
3	Mechanization of cargo evacuation from 9th berth to coal yard on license basis for 10 years period under revenue share model	M/s.Chennai Radha Engineering Works	License basis (Investment by the Licensee)
4	Design, Supply, Installation, testing, commissioning and maintenance of 8 Nos of mobile rubber tyred electrically operated hopper for a period of 10 years on Revenue share basis (under license basis)	M/s.Seaport Shipping Private Limited	License basis (Investment by the Licensee)