

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 Taken by Traffic Department
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	GAD	Nil
		(ii) Head of the organization	GAD	Nil
		(iii) Vision, Mission and Key objectives	GAD	Nil
		(iv) Function and duties	GAD	Nil
		(v) Organization Chart	GAD	Nil
		(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)	All Depts	Copies of DOP issued by MOS is enclosed herewith. Anx-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	Enclosed herewith. Anx-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	Organisation Chart of Traffic Department is enclosed. Anx. III Bench Mark Enclosed Anx. IV
		(ii) Final decision making authority		
		(iii) Related provisions, acts, rules etc.		
		(iv) Time limit for taking a decisions, if any		
		(v) Channel of supervision and accountability		
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	All Depts	Organisation Chart of Traffic Department is enclosed. Anx. III
		(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	FR & SR, Tuticorin Port Trust Employees (Regulations) Major Port Trust ACT Transfer policy and Transfer Orders Enclosed. Anx. V
		(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	Traffic Manager
		(ii) Custodian of documents/categories		
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	Nil
		(ii) Composition	GAD	Nil
		(iii) Dates from which constituted	GAD	Nil
		(iv) Term/ Tenure	GAD	Nil
		(v) Powers and functions	GAD	Nil
		(vi) Details of the previous Board Meetings	GAD	Nil
		(vii) Minutes of the Board meetings	GAD	Nil
1.8	Directory of officers and employees [Section 4(1) (b)(ix)]	(i) Name and designation	All Depts	Enclosed in Anx. VI
		(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	Not maintained by individual department, may be obtained from EDP. (Only Regular employees)
		(ii) System of compensation as provided in its regulations		

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	GAD	Nil
		(ii) Address, telephone numbers and email ID of each designated official.	GAD	Nil
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 (i) Pending for Minor penalty or major penalty proceedings	L&DAS	Nil
		(ii) Finalised for Minor penalty or major penalty proceedings	L&DAS	Nil
1.12	Programmes to advance understanding of RTI (Section 2€)	(i) Educational programmes	GAD	Nil
		(ii) Efforts to encourage public authority to participate in these programmes	GAD	Nil
		(iii) Training of CPIO/APIO	GAD	Nil
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	GAD	Nil
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]		All Depts	Enclosed Anx. V

2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks	Action Taken by Traffic 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	Finance	NIL
		(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		
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	GAD	Nil
		(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	Nil
		(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	Development of Coastal Employment Unit(CEU) work order issued to M/s Price Water House Coppers (P) Ltd., a t a cost of Rs.4,20,00,000/- +GST on 22.03.2018.

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	All Depts	Nil
		(ii) Objective of the programme		
		(iii) Procedure to avail benefits		
		(iv) Duration of the programme/ scheme		
		(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	All Depts	Nil
		(ii) Annual accounts of all legal entities who are provided grants by public authorities		
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	Nil
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

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks	Action Taken by Traffic 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	Link to be provided by EDP	Nil
		(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) Meeting with users/public
		a) Members of the public in policy formulation/ policy implementation		b) Employees - 15.00 hrs to 15.20 hrs
		b) Day & time allotted for visitors		Unions - 15.20 hrs to 15.40 hrs (Tuesday)
		c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants		Public - 15.40 hrs to 16.00 hrs
				c) No call centre/ IFC
		Public- private partnerships (PPP)	Mech.and Civil Depts	Nil
		(i) Details of Special Purpose Vehicle (SPV), if any		
		(ii) Detailed project reports (DPRs)	Mech.and Civil Depts	Nil
		(iii) Concession agreements.	Mech.and Civil Depts	Nil
		(iv) Operation and maintenance manuals	Mech.and Civil Depts	Nil
		(v) Other documents generated as part of the implementation of the PPP	Mech.and Civil Depts	Nil
		(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	Nil

		(viii) The process of the selection of the private sector party (concessionaire etc.)	Mech.and Civil Depts	Nil
		(ix) All payment made under the PPP project	Mech.and Civil Depts	Nil
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 (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy	All Depts	Nil
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	Nil
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	GAD	Nil
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	All Depts	Statistical information, Berthing facilities, Daily vessel statement, Trade Notice available at free of cost at website.

4. E.Governance

S.No.	Item	Details of disclosure	Remarks	Action Taken by Traffic Department
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	GAD	Nil
		(ii) Vernacular/ Local Language	GAD	Nil
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	Nil
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	Nil
		(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 facility	All Depts	Shipping control – 24x7 ATM Gr.II Phone No:9489659638 Website: Traffic operation
		(ii) Details of information made available		
		(iii) Working hours of the facility		
		(iv) Contact person & contact details (Phone, fax email)		

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	GAD	Nil
		(ii) Details of applications received under RTI and information provided	GAD	Nil
		(iii) List of completed schemes/ projects/ Programmes	All Depts	RFID
		(iv) List of schemes/ projects/ programme underway	All Depts	CEU
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	All Depts	I. RFID II. CEU III. Truck Parking Terminal
		(vi) Annual Report	GAD	Nil
		(vii) Frequently Asked Question (FAQs)	All Depts	Nil
		(viii) Any other information such as a) Citizen's Charter	Link to be provided	Nil
		b) Result Framework Document (RFD)	All Depts	Annexure - VIII
		c) Six monthly reports on the	All Depts	Annexure - IX
		d) Performance against the benchmarks set in the Citizen's Charter	All Depts	Annexure - X
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	Nil
		(ii) Details of appeals received and orders issued	PIO section	Nil
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	GAD	Nil

6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks	Action Taken by Traffic 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	Nil
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)	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p>	EDP	Nil

ANNEXURE-I

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 or 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	Chairman- Full powers

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.	Chairman- Full powers Dy. Chairman- Full powers in respect of Class II officers HODs- Full in respect of Class III & IV employees
21	Power to order confirmation	Chairman- Full powers Dy. Chairman- Full powers in respect of Class II officers HODs- Full in respect of Class III & IV employees
22	Power to relax medical fitness standards where considered reasonable.	Chairman- Full powers including Class I & II officers Dy. Chairman- Full Powers in respect of Class III & IV employees
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 refused 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

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 rleglignce 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	Chairman- Upto Rs.1.00 lakh in each case Dy. Chairman- Upto Rs.25,000 in each case HODs- Upto Rs.10,000 in each case
IV. POWERS TO DECIDE TRADE MATTERS		
53	To refund over charges	Chairman- Full powers or any Officer authorised by the Board HODs- Full powers Dy. HODs- Full powers
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	Chairman- Full Powers Dy. Chairman- Rs. 10 crs. in each case HODs- Rs. 2 crs in each case (FA&CAO)
56	To sanction expenditure on Advertisements and for NIT	Chairman- Full powers HODs- Full powers other than for port publicity (as per approved NIT Policy)
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.	Chairman- Full powers, subject to the amount being within the provision made in approved Budget Estimate. 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.

		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 licensee 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.

FUNCTIONING OF THE TRAFFIC DEPARTMENT

The Traffic Department is functioning with following divisions and sections under the head of the Traffic Manager. The Officers and staff posted in the following divisions and sections are assisting the Traffic Manager in carrying out the day today works of Traffic Department.

Central Documentation Centre

This unit is responsible for collection of all Cargo Related charges through PCS payment /EDI/Cheque and forwarding to Accounts Officer(Rev) by allotting CFS number to various services in the Port Operation System (e-pis). This Unit is also responsible for allotting Agent Code for carrying out various activities in the Port as permitted by Traffic Manager.

Berthing Cell

This Unit is responsible for registering the vessels and allotting suitable berths for the ships and to arrange berthing/sailing schedule as per the Berthing programme for those completed loading /unloading operations.

Berth Offices

These units are responsible to facilitate quick berthing/unberthing of vessels and monitoring landing/loading operations in close co-ordination with agents for maximum output and minimum idle time. These Units are also responsible for closing vessel files and preparing the statistical statements.

Coal Jetty and Oil Jetty

This Unit is responsible for berthing /unberthing of vessels at Coal Jetty I & II and to monitor the landing/discharge operations in co-ordination with TTPS.PSC.IOC, SHV-LPG and other Agencies, observing all safety measures. This Unit is also responsible for closing of vessel files and preparing statistical statements. Supervisor is posted for the above work.

Shipping Control

Shipping control is the vital unit which ensures uninterrupted Port operations by co-ordination with Marine, Electrical and Mechanical Departments. This Unit provides to Port Officials, Shipping Agents and other agencies connected with Port operations.

Statistical Research Office

This Unit is responsible for Collection, Analysis of Traffic Statistics, Reporting and Feeding information to Management, Ministry, IPA and other organization.

Green Gate Section

This unit is for Admission & Delivery of cargoes through Green Gate & Weighment Cargoes in the Port Weigh Bridges. This unit is monitoring the issue of dally entry permit & issue of ID cards for Vehicles, Equipments & persons. This unit is also responsible for the collection of siding charges and the ground rent for the utilization of the Marshalling yard.

Warehouse / Container - Rental

This unit is responsible for providing space for storage of cargoes / containers and controlling and monitoring admission / delivery of all cargoes /containers with reference to safety norms and ensuring the collection of rental charges. ATM, Supervisor and ODC are posted for the above work.

Safety

Safety section is looking after all the safety aspects related to Dock Work. This unit assist the Port Management in eliminating accidents in the port during Dock work. The aim of this section is to implement the Dock worker Safety Health and Welfare regulations 1990. To ensure safe operating methods and practices in the cargo handling areas inside the security wall of the port by making frequent inspection to the areas. To attend to the cases of accidents/dangerous occurrences on receipt of information investigate them to find out the causes and to take follow up action. Safety Officer is posted for the above work.

Commercial Section

This unit is responsible for scale of rates revision/amendment, remission/waiver of demurrage and rental charge, issue of permission for taking photgography, videography, film Shooting, maintenance of vessels files, attending audit para related to cargo related charges and arrange short collection if any and closing of unadjusted towards cargo related services and disposal of nucleated/unclaimed cargoes.

Traffic section

This section is responsible for issuing fresh and renewal ship chandling license, fresh and renewal of equipment license, allotment of rooms inside green gate and collection of room rent and attending audit remarks.

Establishment Section

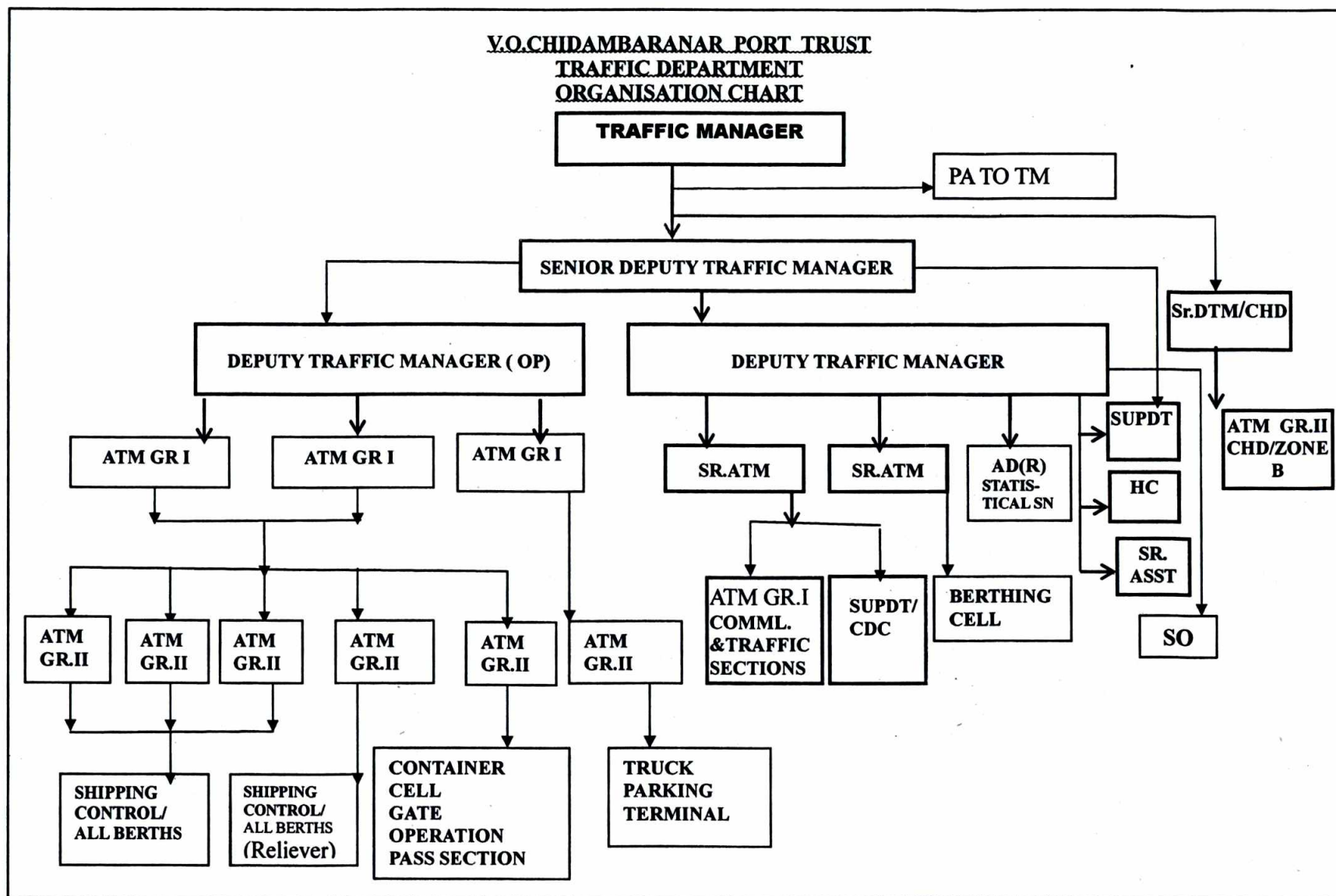
This section is looking after recruitment, seniority and promotion of Class I to Class IV employees of Traffic Department, court cases pertaining to Establishment section, monthly returns, permission granted to acquire/dispose movable/Immovable properties, training, attending representation under RTI Act pertaining to establishment and attending audit remarks pertaining to establishment. This section is looking after the personal claims of all the employees of the Traffic Department.

General Section

This section is looking after the receipt and dispatch of tapals pertaining to the Traffic Department. Allocation of duties for Class IV employees of Traffic Department.

IMPORTANT PROJECTS & WORKS

- 1. RFID ACCESS CONTROL SYSTEM**
- 2. COASTAL EMPLOYMENT UNIT (CEU)**
- 3. ROAD WEIGH BRIDGE (HSCL)**
- 4. RAILWAY IN-MOTION WEIGH BRIDGE**
- 5. DRIVE THROUGH CONTAINER SCANNER**
- 6. DMICDC LOGISTICS DATABANK**



V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

Benchmarks			
1	Encashment of E.L. for officers & staff	4	Working days
2	EL / Com.L / HPL / EOL	5	Working days
3	Conveyance Advance	6	Working days
4	Computer Advance	6	Working days
5	Over Time Allowance	10 th of every month	
6	Festival Advance of Class I to IV	4	working days
7	Reimbursement of Medical Bill: <ul style="list-style-type: none"> • Sent to Medical Department • Received from Medical Dept. & send to A/D 	3 2	Working days Working days
8	Medical Advance & Adjustment of Bills: <ul style="list-style-type: none"> (a) Sent to Medical Department (b) Send to A/D for payment 	3 2	Working days Working days
9	Reimbursement of Tuition Fees	3	Working days

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

BENCHMARKS

Sl.No.	ACTIVITIES	TOTAL DAYS FOR BENCHMARK
1	Tour Advance	4 Working days
2	LTC/HTC – Permission / Advance	4 Working days
3	TA Bills of Employees	3 Working days
4	House Building Advance	3 Working days

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केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए. आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

सं./No. 18/Misc/02-392171

दिनांक / Dated. 23-08-2018

OFFICE MEMORANDUM

Sub: Rotation of officers working in sensitive posts - regarding.

Ref: CVC's circular No. 03/09/13 dated 11-9-2013 (copy enclosed).

In reiteration of the instructions issued vide circular referred above and other related circulars issued, the Commission vide letter No. 18/Misc/02/378043 dated 1-5-2018 had issued an OM advising all Public Sector Banks, and vide letter No. 18/Misc/02/378044 dated 1-5-2018 advising all Public Sector Insurance Companies to effect rotational transfers in respect of those officers in sensitive posts who are continuing beyond 3 years and also to report compliance within 3 months.

2. Analysis of frauds that have taken place in Public Sector Banks as well as other organizations show that one of the reasons for such frauds was non-implementation of the rotational policy.
3. It is once again reiterated that rotational transfers of officers continuing beyond 3 years may be strictly carried out from the sensitive seats/posts. It is clarified that the Commission's advice is for change from the sensitive seat/post, and not necessarily from the station, which is to be governed by the policy of the respective organizations.
4. Heads/CVOs of all departments/organizations are requested to strictly ensure that the rotational policy is implemented in their respective organizations. CVOs may report on the compliance in this regard in their quarterly reports.

Contd. 27.

5. This issues with the approval of the Commission.

Stanely
(P. Daniel)
Addl. Secretary

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No. 004/VGL/90

दिनांक / Dated 11.9.2013

Circular No. 03/09/13

Subject:- Rotation of officials working in sensitive posts-regarding

Central Vigilance Commission and the Department of Personnel and Training have issued instructions for effecting rotational transfers of officials posted on sensitive posts. As per Commission's instructions issued vide letter Nos. 98/VGL/60 dated 15.4.1999, 02.11.2001 and 004/VGL/90 dated 01.5.2008 and 04.01.2012 (for public sector banks) on this issue, it was prescribed that Ministries/Departments/Organisations and CVOs are to identify the sensitive posts and staff working in these posts and also ensure that they are strictly rotated after every two/three years to avoid developing vested interests.

2. The Commission in the superintendence of vigilance administration over the years has observed that such rotational transfers are not effected in many organisations due to which officials continue to remain in the same posts for long periods. Such overstay and continuous postings afford scope for indulging in corrupt activities, developing vested interests etc. which may not be in the interest of the organisation. The Commission would therefore, emphasise that periodical rotation of officials holding sensitive posts/jobs needs to be ensured. As such, officials should not be retained in the same place/position for long by the Ministries/Departments/PSUs/Banks/Organisations etc.

3. Heads/CVOs of all Departments/Organisations are advised to ensure strict compliance of the Commission's guidelines and implement the same in letter and spirit. Further, the CVOs should specifically report the action taken indicating the number of officials rotated/transferred in the respective organisations in the Monthly Report of CVOs submitted to the Commission.

(K D Tripathi)
Secretary

1. All Secretaries of Ministries/Departments.
2. All CMDs/Heads of CPSUs/Public Sector Banks/Organisations
3. All CVOs of Ministries/Departments/ CPSUs/Public Sector Banks/Organisations

V.O.CHIDAMBARANAR PORT TURST**TRAFFIC DEPARTMENT**

No.T-7/1/2018-Estt./D. 2091

Date 09.10.2018

ORDER

The following transfer and postings of ODCs are ordered with effect from 11.10.2018.

Sl. No	Emp. No	Name S/Shri	Remarks
SHIFT DUTIES:-			
V.O.C- I BERTH			
1	2556	A.Ananthia Vaz,	
2	2779	D.Victor Surendren	
3	2904	P.Saravanakumar,	
V.O.C - II BERTH			
4	2940	D.Manikandan	
5	2820	S.Marimuthu,	
6	2952	A.Kishore Kumar	
7	2898	M.Tamil Selvan	Reliever VOC I & II Berth
V.O.C - III & IV BERTH			
8	2890	W.Ramesh Fdo	
9	2475	T. Deventhiran,	
10	2891	V.Dinesh Kumar	
ADDL. BERTHS			
11	10002722	P.Sankaralingam	
12	10002746	S.Murugan	
13	2866	S.Murugan	
14	3035	M.Saravana Kumar	Reliever VOC III & IV and Addl. Berths
IX BERTH			
15	3053	R. Bharathi Raja	
16	3055	M.Aravindhan,	
17	2746	L.Joseph Koil Pillai,	
CONTAINER CELL			
18	10002749	J.Winston	
19	10002742	V.Sivaperumal	
20	10002622	B.Samsudeen	
21	10002735	G.Antony Stephen	Reliever container cell and IX berth
CARGO DELIVERY -I (LANE 6)			
22	10002745	M.Kasirajan,	
23	10002762	P.Krishnan	
24	10002653	R.Amirtha Raj	

		CARGO DELIVERY -II (LANE 7)	
25	10002782	C.Stephen,	
26	10002634	P.Rosary Michael	
27	10002778	D.Jebakumar,	
28	10002711	C.Raj,	Reliever Cargo delivery I & II
		CARGO ADMISSION	
29	10002767	D.Madasamy,	
30	10002717	S.Palanikumar,	
31	10002740	S.Pandaram,	
		TRUCK PARKING TERMINAL	
32	10002626	A.Baskaran	
33	10002741	P.Ganesamoorthy	
34	10002420	G.Senthilvel	
GENERAL SHIFT DUTY:			
35	3054	C. Sathiya Narayanan	CDC/TM Office
36	3047	M. Ameen Rizwana	Berthing Cell/TM Office

Note:-

- 1) The ODCs will be on rotation from their present point of posting to the subsequent point once in three months in Anti clockwise. Mutual transfers would not be permitted within the points.
- 2) The ODCs in any shift should leave their point of posting only after handling over it to the next shift ODC.
- 3) The engagement of staff on OTA basis shall be strictly restricted.

TRAFFIC MANAGER

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V.O.CHIDAMBARANAR PORT TRUST
TRAFFIC DEPARTMENT
ESTABLISHMENT SECTION

No.T-7/1/2017-E/D. 2242

Date: 31.10.2018

Sub: Transfer and Posting – Reg.

Consequent to the retirement of Shri H.Eugene Joseph Edward. ATM Gr.II. Shri M.A Rabinthranath Victoria. ATM Gr.II presently posted in Shipping Control (Shift duty) is transferred to Zone 'B' to take over the charge from Shri H.Eugene Joseph Edward. ATM Gr.II with immediate effect.

The Handing over taking over Report will be submitted to the undersigned on 31.10.2018 AN.


TRAFFIC MANAGER

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V.O.CHIDAMBARANAR PORT TRUST
TRAFFIC DEPARTMENT
ESTABLISHMENT SECTION

No.T-7/1/2017-E/D. 2241

Date 29.10.2018

Sub: Transfer and Posting – Reg.

The following transfer and postings are ordered with immediate effect.

Sl. No	Name & Designation S/Shri	Presently working	Posted to
1	V.Somasundaram, ATM Gr.II	Shipping Control(Shift duty)	Shipping Control (Shift duty)
2	S.Pattusamy, ATM Gr.II	Shipping Control(Shift duty)	Shipping Control (Shift duty)
3	P.GomathiNayagam, ATMGr.II	Shipping Control(Shift duty)	Shipping Control (Shift duty ATM)
4	P.I.Selvasekar, ATM Gr.II	Truck Parking Terminal	Shipping Control (Reliever)

Shri C.Sathyamoorthy, ATMGr.I who looks after the Marketing & Commercial correspondence will take charge of CDC function in full.

Shri Antony Suresh Mel, Sr.ATM will deal with all Berthing Cell correspondence.


TRAFFIC MANAGER

V.O.CHIDAMBARANAR PORT TRUST
TRAFFIC DEPARTMENT
ESTABLISHMENT SECTION

No.T-7/1/2017-E/D. 2245

Date: 30.10.2018

Sub: Transfer and Posting – Reg.

The following transfer and postings are ordered with immediate effect.

Sl. No	Name & Designation Shri/Selvi	Presently working	Posted to
1.	C.Sathya Narayanan, ODC	Central Documentation Centre	Berthing Cell (Regular)
2.	M.Ameen Rizwana, ODC	Berthing Cell (Regular)	Central Documentation Centre. She will attend to all file correspondence pertaining to CDC.


TRAFFIC MANAGER 29/10/2018

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V.O.CHIDAMBARANAR PORT TRUST
TRAFFIC DEPARTMENT
ESTABLISHMENT SECTION

No.T-7/1/2017-E/D. 2393

Date: 15.11.2018

Sub: Transfer and Posting – Reg.

The following transfer and posting is ordered with immediate effect.

Sl. No	Name & Designation S/Smt	Presently working	Posted to
1	R.Kanmani, Superintendent	Central Documentation Centre	Commercial Section


TRAFFIC MANAGER

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V.O.CHIDAMBARANAR PORT TRUST
TRAFFIC DEPARTMENT
ESTABLISHMENT SECTION

No.T-7/1/2017-E/D. 2617

Date: 5.12.2018

Sub: Transfer and Posting – Reg.

The following transfer and posting is ordered with immediate effect.

Sl. No	Name & Designation	Presently working	Posted to
1	Selvi M.Ameen Rizwana, ODC	Central Documentation Centre	Commercial Section

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TRAFFIC MANAGER 5/12/2018

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V.O.CHIDAMBARANAR PORT TRUST
TRAFFIC DEPARTMENT
ESTABLISHMENT SECTION

No.T-7/1/2017-E/D. 2753

Date 21.12.2018

Sub: Transfer and Posting – Reg.

The following transfer and posting is ordered with immediate effect.

Sl. No	Name & Designation	Presently working	Posted to
1.	Smt. P.Jesu Marial, UDC	ATM office/VOC Wharf	Commercial Section

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21/12/2018
TRAFFIC MANAGER

V.O.CHIDAMBARANAR PORT TRUST**TRAFFIC DEPARTMENT**

Sl.No.	Name & Designation S/Shri	Presently working	Posted to
1.	Sr. DTM	Operations, Commercial matters and Establishment section	Operations, Commercial matters and Establishment section
2.	DTM	CDC Statistical section Commercial and Marketing Zone B operation Traffic section	Shipping Operation (Zone A) Green Gate, Coal Yard, Pass section. Truck Parking Terminal, Check Post & RFID Railway Operations
3.	DTM	Zone 'A; Green Gate, Pass section at coal yard	CDC Statistical section Commercial Marketing Zone B Traffic section Audit References.
4.	Sr.ATM	CDC Commercial section, Stevedoring licensees, Zone B Pass section & Green Gate	CDC Commercial section, Stevedoring licensees, Zone B Pass section & Green Gate Traffic section
5.	ATM Gr.I (OP)	Zone 'A' Shipping Operation	Zone 'A' Shipping Operation / Coal yard.
6.	ATM Gr.I (Commercial)	Commercial , Marketing section.	CDC, Commercial & Marketing section
7.	AD (R)	Statistical section	Statistical section
8.	ATM Gr.II (Zone B)	Shipping control / shift	Zone B
9.	ATM Gr.II	Shipping Control	VOC 1 to IV
10.	ATM Gr.II	Shipping Control	IX Berth, Coastal Cargo Berth, Shallow Water Berth
11.	ATM Gr.II	Shipping Control/Shift	Green Gate & Pass section
12.	ATM Gr.II	Shipping Control	Additional Berths, Eastern Arm.
13.	ATM Gr.II	Shipping Control	North Cargo Berths, Coal jetties and Oil jetty
14.	ATM Gr.II	Shipping Control	Truck Parking Terminal
15.	Safety Officer	Safety Section	Safety Section

TRAFFIC DEPARTMENT

Annexure-VI

Name and Designation	Telephone Numbers			
	Off.	EPABX	Residence	Mobile No
Shri U.Rajendran Traffic Manager Fax :	2352221 2352658	2400	2352212 2439	94433-89513
Shri T.S. Ashok Kumar Sr. Deputy Traffic Manager Fax:	2353743 2353012	2854	2352894	94421-52290
Shri G. Edison Sr. Deputy Traffic Manager	2352451	2401	2424	9442152291
Shri C.Ramasamy, Deputy Traffic Manager	-		-	9486984382
Shri T.Ramesh, Deputy Traffic Manager		2403		9176790555
Shri C.Antony Suresh Mel, Sr.ATM		2402		9884591658
Shri B.Ramesh Azariah, ATM Gr.I	2352319			9488474619
Shri C.SathyaMoorthy , ATM /Gr.I	2352507	2474		9789786908
Shri C.Yaadhav Dheepan, AD(R)		2404		7598935077
Shri V.Somasundaram, Asst.Traffic Manager Gr.II	-	-	2473	9486984416
Shri H.Eugene Joseph Edward, ATM Gr.II				9442611228
Shri S.Pattusamy, ATM Gr.II				9789727370
Shri K.P. Paulson, ATM Gr.II				9486984422
Shri M.A. Rabindranath Victoria, ATM Gr.II				9486984424
Shri P.I Selvasekar, ATM Gr.II				9894903482
Shri P.Gomathinayagam,ATM Gr.II				9994136747
Shri I.Arulraj, Safety Officer	-	-		8496007168
Smt R.Kokila, PA to HOD	-	2406	-	8903555325
Berthing Cell	-	2412	-	
Establishment Section		2459	-	
Commercial Section	-	2448	-	
Traffic Section		2407	-	
General Section		2409	-	
Statistical Research Section		2411	-	
Central Documentation Centre		2422	-	
Superintendent / CDC		2458	-	
VOC Wharf / DOC Cell (ATM Office)			-	94896 59639
Wharf Suptd/ Traffic / Shipping control			-	9489659640
DOC Cell (ATM Office)			-	94896 59641

Shipping Control (VOC Wharf)	2352403	2426	-	94896 59638
ATM Gr.II / Green Gate	2352366	2418	-	94896 59633
Photo pass section			-	94896 59646
Admission / Green Gate			-	94896 59620
Berth VOC No.1			-	94896 59644
Container Cell	2352319		-	9489659645
Berth VOC No.2			-	94896 59643
Berth VOC No.3			-	94896 59642
Additional Berth / Traffic Office			-	94896 59637
Berth No.8 & 9			-	94896 59636
Coal Jetty – I			-	94896 59634
Pass Section & Check Post	2955192		-	
Zone 'B' Office	2320638		-	
Blue Gate			-	94896 59633
Passenger Terminal			-	94896 59614
Container Cell	-		-	94896 59645
Traffic Office / SDB G. Gate			-	94896-59635
Truck Parking Terminal	2340533		-	
Call point office Fax:	2335265 2328220 2322290			9962574082
PROFESSIONAL FUNCTIONARIES				
Giriraj Sirohi, Assistant Director (Stratageic Management).			-	8860262699
V.Christopher, Advisor (Marketing)		2410	-	9486815635
R.Harikrishnan, Manager (Business Development & Trade Promotion)				9952666982

Annexure - VI A

DEPARTMENT: TRAFFIC

MONTH: DECEMBER, 2018.

Sl. No	Name of work	Name of Contractor	Contract Value	Period of Contract	Present status	Date of Commencement of work.
1 a.)	Supply, Installation, commissioning, Operation and Maintenance of hardware, Software and accessories of RFID based Access Control System for entry and exit gates at Zone A & B and Check Posts on turn key basis for three Years.	M/s. G.A. Software Technologies Pvt. Ltd., Bangalore	Rs.4,93,54,371/-	3 Years	Implemented	RFID system commissioned on 11.08.2017

2. b)	<u>Supplemental work:</u> Supply, installation, commissioning, operation and maintenance of Hardware, software and accessories of RFID based access control systems-supply of excess and supplemental quantity towards manning & collecting entry fee in the Truck Parking Terminal of V.O.Chidambaranar Port Trust.	--	Rs.42,30,300.00	2 Years	Implemented	13.04.2018.
3.	Appointment of consultant for Development of coastal Employment unit (CEU) for VOCPT.	M/s. Price water house coopers Ltd, Gourugoaan, Haryana.	Rs.4,20,00,000	1 year	Work order issued on 22.03.2018 and work is in progress.	

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TRAFFIC MANAGER

RFD Target 2018-19

Annexure-VIII

1 #.	2 Objective	3 Unit	4 Target 2017-18	5 Achievement (upto 31.03.2018)	6 Target 2018-19	7 Achievement 2018-19 (upto 31.12.18)
1	Overall Avg Turnaround Time (TRT)	Hours	70.80	64.56	60.00	48.72
2	Average Ship Berth Day Output (SBDO)	Tonnes		11961	12250	14836
3	Overall Volume of Cargo throughput	MMT	38.00	36.58	38.00 (Target for 9 months = 28.50 MMT)	25.71
4	Operating Ratio	%	44.00	38.94	37.00	47.40
5	Cost Per tonne Handling	Rupees	88.00	65.41	63.00	71.95
6	Operating Surplus	Rupees (In crore)	352.46	375.43	390.00	205.24
7	Reduction in Expenditure:					
	CISF	%	5.00	(-) 1.65	3	(-) 14.61
	OTA		5.00	(-) 10.19	3	(-) 21.91
	Any other Item (PI specify)		--	--	-	-
8	Award of Projects	Nos	4	2	3	-
		Investment (Rs. in crore)	3578.38 (Dredging cost increased)	149.08	3120.28	-
		Capacity (MMTPA)	29.96	-	53.95	-

#	Objective	Unit	Target 2017-18	Achievement 2017-18	Target 2018-19	Achievement 2018-19 (up to 31.12.18)
9	Completion of Projects	Nos	7	6	3	-
		Investment (Rs. in crore)	781.45	743.37	170.94	-
		Capacity (MMTPA)	24.24	15.83	16.63	-
10	Berth Productivity	Gross MT/day	12,700	13,671	14000	9,659
	Gross productivity (Coal conventional)					
	Gross productivity (Coal Mechanized)	Gross MT/day	24,600	29,142	29250	34,755
11	Pension Liability					
	Total Accrual value of pension as on 1.4.2018 - Rs 1185 Cr. Unfunded portion of the pension amount – Rs 88.00 Cr. Target for reduction in Unfunded portion	Rs In Cr.	-	-	88.00	Shortfall 3.15 Crs
12	Transshipment of Containers					
	Share of Transshipment of Containers out of the total containers handled	Lakh TEUs (Transshipment) % Share		5.40 (77% Transshipment, & 23% (1.58) Coastal)	4.32	-
13	Coastal Cargo					
	Increase in Coastal Cargo	In MT		9.91	10.50 (Target for 9 months = 7.88 MMT)	7.81

Annexure - IX.**I. Cargo Traffic for FY 2017-18 (In Lakh Tonnes)**

Description	Target	Actuals		% increase/ decrease over Target	decrease over Previous
	2017-18	2016-17	2017-18		
a) Cargo Traffic	380.00	384.63	365.83	-3.73	-4.89
i. P.O.L	7.19	6.67	6.39	-11.13	-4.20
ii. FERTILIZER	6.65	6.04	3.25	-51.13	-46.19
iii. F.R. MATERIALS(DRY)	12.15	10.37	10.76	-11.44	3.76
iv. THERMAL COAL	91.58	108.24	97.95	6.96	-9.51
v. CONTR. CARGOES	135.46	129.91	141.92	4.77	9.24
vi. OTHER CARGOES	126.97	123.4	105.56	-16.86	-14.46
b) Container traffic (in Lakh TEUs)	6.47	6.42	6.98	7.88	8.65

II. Cargo Traffic for FY 2018-19 (In Lakh Tonnes)

Description	Target		Actuals		% increase/ decrease over Target	% increase/ decrease over Previous Year
	FY 2018-19	2018-19 (Upto September, 2018)	2017-18	2018-19		
a) Cargo Traffic	380.00	190.00	172.86	167.78	-11.69	-2.94
i. P.O.L	6.63	3.32	3.68	3.14	-5.42	-14.67
ii. Iron Ore	0.00	0.00	0.00	0.99	-	-
iii. FERTILIZER	3.56	1.78	1.33	1.13	-36.52	-15.04
iv. F.R. MATERIALS(DRY)	14.18	7.09	4.56	2.09	-70.52	-54.17
v. THERMAL COAL	100.91	50.46	39.75	44.50	-11.81	11.95
vi. CONTR. CARGOES	154.23	77.12	68.63	75.76	-1.76	10.39
vii. OTHER CARGOES	100.49	50.23	54.91	40.17	-20.03	-26.84
b) Container traffic (in Lakh TEUs)	7.67	3.84	3.37	3.71	-3.39	10.09

Physical Performance Indicators 2017-18

Description	RFD Target	April to March		% increase/ Decrease compared to previous year
	2017-18	2016-17	2017-18	
i) Av. PBD (Port a/c in Hrs.)	-	8.88	9.36	5.41
ii) Av. PBD (Port + Non Port a/c in Hrs)	-	47.52	30.48	-35.86
iii) Av. Turn Round Time (Port a/c in Hrs)	-	59.28	56.88	-4.05
iv) Av. Turn Round Time (Port + Non Port a/c in Hrs)	70.80	105.60	64.56	-38.86
v) Av. Output Per Ship Berth day (in tonnes)	-	10,456	11,961	14.39

Physical Performance Indicators 2018-19

Description	RFD Target	April to September		% increase/ Decrease compared to previous year
	2018-19	2017-18	2018-19	
i) Av. PBD (Port a/c in Hrs.)	-	5.52	2.40	-56.52
ii) Av. PBD (Port + Non Port a/c in Hrs)	-	26.64	18.72	-29.73
iii) Av. Turn Round Time (Port a/c in Hrs)	-	54.24	40.56	-25.22
iv) Av. Turn Round Time (Port + Non Port a/c in Hrs)	60.00	61.44	47.28	-23.05
v) Av. Output Per Ship Berth day (in tonnes)	12,250	11,313	14,997	32.56

V.O.CHIDAMBARANAR PORT TRUST**Performance against the benchmarks set in the Citizen' Charter 2017-18.**

Sl. No.	Performance Parameters	Achievements (2017-18)	Target 2017-18
1.	Cargo related Services		
a)	Average Ship berthday Output (in tonnes)		
(i).	Container	28,301	21,500
(ii).	Break bulk	2,133	2,120
(iii).	Dry bulk – Mechanised	17,973	13,500
(iv).	Dry bulk – Conventional	10,408	10,400
(v).	Liquid bulk	4,062	3,830
	Overall	11,961	10,500
2.	Vessels Related Services		
a)	Average Turnover time of vessels (in days) (port + Non-port A/c)		
(i).	Container	1.13	1.30
(ii).	Break bulk	3.37	5.30
(iii).	Dry bulk – Mec	3.49	5.10
(iv).	Dry bulk – Con	4.67	6.40
(v).	Liquid bulk	2.17	2.90
	Overall	2.69	3.30
b)	Avg. Pre-Berthing Detention (PBD) of vessels (in days) (port + Non-port A/c)		
(i).	Container	0.31	0.25
(ii).	Break bulk	1.89	2.20
(iii).	Dry bulk – Mec	0.86	1.40
(iv).	Dry bulk – Con	2.90	2.90
(v).	Liquid bulk	0.79	0.90
	Overall	1.27	1.40
3.	Any Other parameters found relevant by the Port		
(i).	Gross Productivity (gross MT/day)	Coal – Mechanized at CJI & CJII 13,671	12,630
(ii).	Evacuation Yard throughput (MT per Sq.m)	Coal Conventional 11.96	16.00
Sl. No.	Performance Parameters	Performance Standards	TARGET
1.	Cargo related Services		
a)	Average Ship berthday Output (in tonnes)		
(i).	Container	28,301	21,500
(ii).	Break bulk	2,055	2,120
(iii).	Dry bulk – Mechanised	18,453	13,500
(iv).	Dry bulk – Conventional	9,545	10,400
(v).	Liquid bulk	4,062	3,830
	Overall	11,961	10,500
b)	Average Moves per hour (in TEUs) in respect of Container	23	21
2.	Vessels Related Services		
a)	Average Turnover time of vessels (in days) (port + Non-port A/c)		
(i).	Container	1.13	1.30
(ii).	Break bulk	3.32	5.30
(iii).	Dry bulk – Mec	3.59	5.10
(iv).	Dry bulk – Con	4.64	6.40