



ISO9001 –ISO14001 –OHSAS18001

# Information Manual

Right to Information Act 2005

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# CHAPTER-1

## INTRODUCTION

1.1 Please through light on the background of this hand-book  
( Right to Information Act, 2005)

This hand-book is prepared in consonance with the Right to Information Act, 2005.

1.2 Objective / purpose of this hand-book

The objective of the book is to provide the citizens a direction to secure access to information under the control of Visakhapatnam Port Trust to promote transparency and accountability in its working.

1.3 Who are the intended users of this hand-book?

Any citizen who is interested in the development of the Visakhapatnam Port.

1.4 Organisation of the information in this hand-book.

The information in the hand-book is organized into 18 chapters as per the index.

1.5 Definitions ( Please provide definitions of various terms used in the hand book)

a.Port Traffic/Cargo handled:

Cargo handled is the total of cargo loaded , unloaded and transshipped during the year from 1<sup>st</sup> of April to 31<sup>st</sup> March next.

b.Pre-berthing detention/waiting time:

Time taken by a ship from its arrival at the anchorage(reporting station) till it starts its movement to the berth.

c.Turn round time:

The total time spent by a vessel at the port from its arrival at reporting station till its departure from the reporting station for onward journey.

d. Output per ship berth day:

Average rate of loading/unloading of cargoes per day of 24 hours.

e. Abbreviations used:

CE –Chief Engineer	C.M.E. –Chief Mechanical Engineer
F.A & C.A.O. : Financial Adviser & Chief Accounts Officer	H.R.D.C.- Human Resource Development Center
D.C. –Deputy Conservator	C.V.O. –Chief Vigilance Officer
T.M. –Traffic Manager	H.O.D –Head of the Department
C.M.O. –Chief Medical Officer	C.M.M- Chief Materials Manager
Dy.- Deputy	Asst.- Assistant
A.O.B.- Administrative Office Building	A I&PRO –Assistant Information and Public Relations Officer

1.6 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information, procedure and fee structure.

1.6.1: Names and phone numbers of Public Information Officers are given vide chapter- 8 of this manual.

1.6.2: A request for obtaining information under sub-section (1) of section-6 of the R.I. Act, 2005 shall be accompanied by an application as per format (Annexure - A) and payment of fee of Rs.10/- by way of cash against proper receipt or by demand draft or bankers cheque payable in favour of FA&CAO/VPT.

1.6.3: The Public Information Officer is not bound to provide the information sought: (A) if disclosure thereof would –

- (i) Prejudicially affect the sovereignty and integrity of India;
  - (ii) Prejudicially affect the security, strategic, scientific or economic interests of India;
  - (iii) Prejudicially affect the relation with a foreign country;
  - (iv) Lead to incitement of an offence; or
  - (v) Cause a breach of privilege of Parliament or the State Legislature; (vi) Harm the competent position of a third party;
  - (vii) Endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes; or
  - (viii) Involve an infringement of copyright subsisting in a person, other than the State.
- (B) if the same has been expressly forbidden to be published by any court of law or tribunal or the disclosure thereof may constitute contempt of court.
- (C) if the same was received in confidence from a foreign government.

- (D) if the same pertains to policy proposals, including records of deliberations of the Board of Trustees, Heads of Departments and other officers, provided that the decisions of Board of Trustees, etc., the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete or over.
- (E) if the same relates to personal information, the disclosure of which has no relationship to any public activity or interest, or would cause unwarranted invasion of the privacy of an individual.
- (E) if the same pertains to any occurrence, event or matter which has taken place twenty years before the date on which the application was made.

1.6.4: The Public Information Officer shall also assess as to whether the information sought -

- (i) is held by another public authority; or
- (ii) is more closely connected with the functions of another public authority;
- (iii) relate to or has been supplied by a third party, who has treated it as confidential.

In case of (i) & (ii) at Para 1.6.4 above, the Public Information Officer shall transfer the application to the concerned public authority and inform the applicant about such transfer within 5 days of receipt of the application, as per format at Annexure B.

In case of (iii) at Para. 1.6.4 above, the Public Information Officer shall give a written notice to such third party, within 5 days of receipt of the application, of the request and invite him to make a submission, as regards disclosure of the information sought. The Public Information Officer shall consider the submission, if any, made by that third party within 10 days of issue of the notice, before taking a decision about disclosure of the information to the applicant.

The Public Information Officer shall, subject to the above, call and compile the requisite information as expeditiously as possible or reject the request for the reasons specified above.

1.6.5: For providing information, the fee shall be charged by way of cash against proper receipt or by demand draft or by bankers cheque payable to the FA&CAO/VPT at the following rates:

- (a) rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (b) actual charge or cost price of a copy in larger size paper;
- (c) actual cost or price for samples or models;
- (d) rupees fifty per diskette or floppy/CD; for information provided in diskette or floppy/CD,

- (e) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication; and
- (f) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes or fraction thereof, thereafter.
- (g) Postal charges of Rs.50/- (Rupees Fifty only) upto 200 grams for outside Visakhapatnam and Rs.20/- ( Rupees Twenty only) for local dispatch shall be charged extra for sending the information by post.

The Public Information Officer shall send intimation to the applicant in the format given in „Annexure C informing him of the amount of further fees for the supply of information

On receipt of the further fees, the Public Information Officer shall furnish intimation to the applicant at an early date and in any case within thirty days of receipt of the application. However, the period intervening between the issue of the communication referred above and receipt of the further fees shall be excluded for the purpose of calculating the period of thirty days.

First appeal against the decisions of the Public Information Officer shall lie with the Chairman, Visakhapatnam Port Trust, who shall decide the same within 30 days of receipt thereof.

The first appeal shall be made on plain paper in the format as at Annexure „D. Every order passed by the appellate authority shall be communicated to the applicant as well as to the concerned Public Information Officer against whose order the appeal was preferred.

Every Public Information Officer shall maintain a register, in the format given in Annexure „E, in respect of the applications received for seeking the information under the Right to Information Act, 2005.

VISAKHAPATNAM PORT TRUST

Format of Application form under the Right to Information Act, 2005

To  
The Public Information Officer :  
Visakhapatnam Port Trust  
{Name of the department/PIO and address}

(1) Full name of the applicant :

(2) (a) Address :  
(b) Telephone No. if any :  
(c) e-mail address, if any :

(3) Citizenship with valid proof :

(4) Particulars of information required

- (i) Subject matter of information :
- (ii) Period to which the information relate :
- (iii) Description of the information required :
- (iv) Whether the information is required  
by post or in person :

(5) Whether Below Poverty Line : Yes/No

(i) If yes, proof thereof

(ii) If no, mode of Payment of Fee of Rs. \_\_\_\_\_ Cash or D/D or Pay Order

No. \_\_\_\_\_ dated \_\_\_\_\_ .

DA: D/D or Pay order or Cash Receipt of  
Rs.10 or proof of 'below poverty line'

Place:

Date :

Signature of applicant



### For Office Use only

- 1.(a) Date & Time of Receipt of Application :  
(b) Application Reference No. :
2. (a) Date of forwardal to other person/  
department for report :  
(b) Time-limit set for receipt of report :  
(c) Date of receipt of report :
3. (a) Estimated cost of providing  
information sought :  
(b) Date on which additional fees sought :  
(c) Date of receipt of additional fees :
4. Whether the exemptions detailed in the  
RTI Act, 2005 are attracted.  
If yes, please specify :
5. Date on which the applicant was  
provided with the information sought  
or  
Date of communication of rejection of  
the request :
6. Signature of Public Information Officer :

VISAKHAPATNAM PORT TRUST

Format of letter intimating transfer of an application

From

(Designation & Address of the  
Public Information Officer)

Date

To

(Name & Address of the applicant)

Sir,

Sub:Application Reference Number \_\_\_\_\_, Dt.

Please refer to your application dated \_\_\_\_\_ addressed to the  
undersigned requesting to provide information on \_\_\_\_\_ .The

above information is held by another public authority. Hence, your application is being forwarded to (name  
\_\_\_\_\_ and address of the public authority to whom the application is  
being transferred).

2. The inconvenience caused is regretted.

Yours faithfully,

(Name & Signature of PIO)

Copy, together with the application referred to above, in original, forwarded to: (name and  
address of the public authority to whom the application is being transferred).

Encl: As above

(Name & Signature of PIO)

VISAKHAPATNAM PORT TRUST

Format of letter seeking payment of additional fee

From

(Designation & Address of the  
Public Information Officer)

Date

To

(Name & Address of the applicant)

Sir,

Sub:Application Reference Number \_\_\_\_\_.,Dt.

Please refer to your application dated \_\_\_\_\_ addressed to the undersigned requesting to provide information on \_\_\_\_\_. The above information is being readied to be supplied to you. The additional fee for supplying this information to you amounts to Rs. \_\_\_\_\_ as detailed hereunder:

- . You are requested to pay the fee at this office by Demand Draft or Pay Order at the earliest. Alternatively, the additional fee may be paid by cash to the FA&CAO, Visakhapatnam Port Trust, Visakhapatnam.
- . You are advised to make the payment on or before \_\_\_\_\_ \*. If you wish to review the decision as to the amount of fees charged, you may make an appeal to the Dy. Chairman, Visakhapatnam Port Trust, within 15 days of issue of this communication.
- . Kindly quote the Application Reference No. mentioned above in all the future correspondence, etc.

Yours faithfully,

(Name & Address of PIO)

\* 15 days of issue of the letter.

Format of Appeal under Section 19 (1) of the Right to Information Act, 2005

From  
(Applicant's name and address)

Date

To  
The Chairman  
Administrative Office Building  
Visakhapatnam Port Trust  
VISAKHAPATNAM -530035.

- (1) Name & Address of the Appellant :  
(2) Application Reference No., if available :  
(3) Name of the Public Information Officer :  
(4) Date of receipt of the order appealed against :  
(5) Last date for filing the appeal :  
(6) Particulars of information sought:  
(a) Nature and subject matter of the information required:

(b) Name of the office/department to which the information relates to:

(c) Nature of Appeal :

(7) The grounds for appeal :

Place:

Date:

Signature of the Appellant

DECLARATION

I, \_\_\_\_\_ (Name of the appellant), son/daughter/wife of  
\_\_\_\_\_ hereby declare that the particulars furnished in the appeal are, to  
the best of my knowledge and belief, true and correct and that I have not suppressed any material facts.

Place:

Date:

Signature of the Appellant

Annexure 'E'

VISAKHAPATNAM PORT TRUST

Format of Register maintained under the Right to Information Act, 2005

Application Reference No. & Date	Name & Address of the applicant	Details of Information sought	Particulars of action/decision taken and date thereof	Whether appeal filed – If yes, date.	Remarks, if any.
(1)	(2)	(3)	(4)	(5)	(6)

## CHAPTER 2

### PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

## Mission / Vision of the Port of Visakhapatnam

- To provide cost effective services to the customer with greater concern on quality.
- To be customer friendly port.

## Brief history of the Port of Visakhapatnam

The need for development of a port in this natural bay was spelt by the British Rulers as far back as 1858 and the first detailed report "Vizag the Port of Central Provinces" was published in 1877. This proposal however, was temporarily frozen due to the advent of the first world war. It was only in 1914 that the proposal for construction of harbour at Visakhapatnam was initiated by the then Bengal Nagpur Railways. During 1922, Bengal Nagpur railway revived the proposal of Col. H. Cartwright Reid of British Admiralty for construction of an Inner Harbour. The actual construction commenced in 1927 and the port, which was only a roadstead port till then, was opened to ocean traffic on 7<sup>th</sup> October, 1933 with the arrival of a passenger ship S.S. JALADURGA. The Port was formally inaugurated by his excellency Lord Willingdon, the then Viceroy and Governor General of India on 19<sup>th</sup> Dec. 1933.

The Port was constructed at a cost of Rs.3.78 crores and when it was opened, the port had 3 berths viz., EQ.1, EQ.2, EQ.3 with initial throughput of 1.3 lakh tonnes in 1933.

## Facilities

At present the Port has two harbours –Inner harbour and Outer harbour. The Inner harbour has 15 multi-commodity berths, (including two berths built on BOT basis) two Oil berths and one captive berth for fertilizers and fertilizer raw-materials to cater to ships upto 45,000 DWT. Outer harbour has 6 berths to accommodate vessels upto 150,000 DWT vessels. The container terminal in the outer harbour with a dredged depth of 16.5 mtrs. can accommodate post panamax main line vessels upto 14.5 mtrs draft. Container handling facilities were developed on BOT basis by M/s. Visakha Container Terminal Pvt. Ltd., - SPV instituted by United India Liner Agency and Dubai Port a JV between J.M.Baxi & Co. The Port has mechanized facilities to load iron ore, Alumina, soya extracts and to discharge crude oil, petroleum products, fertilizers, raw-materials, caustic soda and other liquid cargoes as shown below.

## MECHANIZED FACILITIES –PRESENT STATUS

### NAME OF CARGO

### DETAILS OF MECHANIZED FACILITIES

Iron Ore & Pellets

Mechanised ore handling plant consisting of ship loader 8000 TPH capacity  
Three bucket wheel reclaimers  
Three tipplers, three stackers, conveyor system of about 9 k.m.(one way)

Alumina

Shiploader with a capacity 2200 T/hour and three Silos (owned operated and maintained by M/s.NALCO) Mechanized wagon unloading system to unload Alumina from wagons @ 1100 TPH

Crude Oil

Three unloading arms with discharge capacity of 5500 tonnes per hour

Transshipment of  
Crude oil

Direct discharge from ship to ship at one of the oil moorings

Fertilizer and fertilizer  
raw-materials

Rail mounted ship (grab) unloader of 600 TPH designed capacity (Owned, operated & maintained by M/s.CFL)

Import and Export of  
Petroleum products

Two oil berths equipped with pipe line facilities connecting the storage tanks of the refinery

Caustic Soda

Direct discharge through pipeline @ 600 TPH in case of caustic soda and three sylos of 10000 T capacity each.

Liquid Ammonia and Phosphoric  
acid Sulphuric acid, Styrene  
Monomer, Molten Sulphur etc.

Direct discharge facilities through pipeline



## Growth

The port which started with a traffic of 1.3 lakh tonnes in 1933 has made rapid strides to attain 50 million tonnes mark in 2004-05. The has been the top ranking port of the country for the past five years in succession. The port has acquired the unique distinction as the lone Indian Port to have three International accreditations viz.,

ISO14001 : 1996 for Environment Management System,

OHSAS : 18001 (Occupational Health and Safety Assessment System) and ISO 9001 : 2000 for Quality Management System.

ISPS Compliant Port

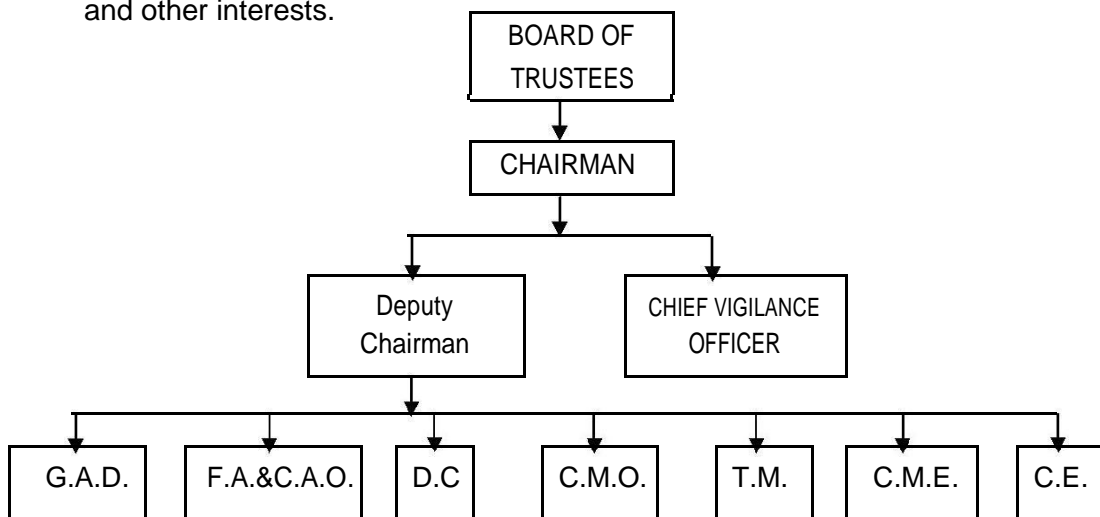
## Main activities / functions of the Port of Visakhapatnam

- Conservancy / maintenance of entire Port works
- Pilotage of vessels to and from Port
- Berthing and un-berthing of vessels
- Loading and unloading of cargo into and from vessels
- Embarkation and disembarkation of passengers and services connected with Passenger Terminal
- Provision of infrastructure facilities like various type of cargo handling equipment, stacking area (both covered and open). Road and Railway network etc.,

- Mechanized tipping and stacking and mechanized loading of iron ore and pellets through ore handling plant
- Acts as a terminal agent for Indian railway by performing services connected with movement of goods by railway wagons from/to Port (including supply of locomotives)
- Arrangements for supply of bunker and fresh water to vessels
- Dry dock facilities
- Maintenance of fishing harbour
- Allotment of land to the Port users, maintenance of roads, bridges, Ghats etc.,
- Security coverage

Organizational structure diagram at various levels namely State, Directorate, Region District, block etc.

Visakhapatnam Port Trust has been constituted under the Major Port Trusts Act, 1963. The Board of Trustees for the Port of Visakhapatnam is constituted with representatives of Central Government, State Govt., Chamber of Commerce & Industries, Shipping Interests, Shippers and Importers, Customs, Railways, Defense Services, Labour employed in the Port and other interests.



#### Corporate objectives

- To fulfill its role in the promotion of International trade, particularly of export trade and of economic and industrial development of the hinterland.
- To anticipate and respond to the economic, trading and technological development and provide the necessary facilities in port and harbour, in time.

- To provide prompt, efficient and safe services on water and on rail wagons and road vehicles.
- To simplify systems, rules and procedures in respect of all port activities leading to optimum utilization of capital, men, material and time.
- To develop human resources with a view to acquire attitudes and skills required to meet managerial, operational, and technological needs.
- To maintain optimum requirements of human and material resources.
- To motivate the employees towards increased productivity through suitable wage, incentive and welfare schemes, designed to give the employees an equitable share in the gains of productivity and fair wages.
- To minimize the pollution of air and water in and around the Port and harbour area.

### Welfare Measures

The Port has constructed most modern and integrated sports cum cultural complex with air-conditioned Indoor stadium, air-conditioned auditorium, Open-air theatre and outdoor stadium at a cost of Rs.20 crores. This sports complex is the first of its kind among all Major Ports of the country. Kalyanamandapams and recreation clubs have been provided in all the residential colonies

### Medical

A 124 bedded, hospital is functioning in one of the biggest residential colonies of the port to cater to the medical needs of the port employees and their families and other employees from outside organizations connected to the port. The Hospital provides. Diagnostic services like clinical and bio-chemical laboratory, blood bank, radiology with 800 mm and 500 mm X Ray plant, Ultra sound scanner, Tread mill and ECG. round the clock casualty and Ambulance service to meet any emergency and accident cases. Specialist clinics for Medical, surgical, gynaec, ortho, ENT, Ophthalmic, Paediatrics, skin, twin Air Condition Theatres with special equipment to conduct major and minor operations.

### Education

Educational facilities are provided to the children of the Port employees and dependents at residential colonies at Salagramapuram and Malkapuram. Merit Scholarships are being awarded to first three rank holders in the schools and colleges. Financial assistance is being extended to the employees and their children for higher education and technical courses like LME, LCE, ICWA etc., A scheme of extending education allowance for the children of Port employees and reimbursement of tuition fees on the pattern of Government of India is being followed at this Port.

Other Welfare measures include

- Quarters to employees with all amenities
- Liberalised house building advances, motor cycle advances, scooter and cycle advances.
- Self financing fund to liquidate the house building advance liabilities in the event of sudden demise of employees while in service.
- Assistance through welfare fund has been enhanced to Rs.25 lakh per annum with a view to render financial assistance for education, awarding of scholarships etc.

### Environment Improvement Measures

The Port has taken series of pollution mitigative measures as a Part of ISO 14001 certification. The Port declared its "Environment Management Policy" in 2001 and initiated several measures which include air pollution mitigative measures by planting about three lakh species, water pollution mitigative measures by strict enforcement of code of conduct on ships prohibiting discharge of bilge or ballast water into the harbour basin and noise pollution mitigative measures etc. In order to treat the sewage entering the city into the port waters, 10 MLD sewage treatment plant was constructed. Roads were widened and carpeted for movement of heavy cargo vehicles. An independent monitoring body viz., Pollution Control Monitoring Committee consisting of eminent environment specialists and senior citizens of the city, Port users, Municipal Officials and Naval Officials was constituted. A State of art mechanical dust suppression system at a cost of about Rs. 8 crores was commissioned on 05.06.2002.

### Growth plans

#### Deepening and widening the Inner harbour entrance channel:

This proposal envisages the deepening of Inner harbour entrance channel and turning circle in 3 phases. Under phase-I the entrance channel will be deepened to facilitate navigation of panamax vessels drawing 230 mtrs LOA and 35 mtrs. beam and 11 mtrs draft as against the permissible limits of 195 mtrs. LOA and 32.2 mtrs. and 10.06 mtrs draft. Work is in progress and expected to be completed by May 2006

Phase II of this project envisages deepening of entrance channel to facilitate handling of panamax vessels of 12.5m and phase III envisages deepening of entrance channel and widening of turning circle for handling of 14 mtrs draft at inner harbour berths.

#### Upgradation of Outer harbour to handle 200000 DWT vessels:

The existing outer harbour can accommodate vessels upto 150,000 DWT. There is a persistent demand from the trade to upgrade the facilities to handle 200,000 DWT vessels.

Accordingly, this project is contemplated which envisages deepening and widening of outer harbour entrance channel & turning circle and iron ore jetty to accommodate iron ore vessels upto 18.1 mtrs draft.

Allotment for development of WQ-6 berth and allotment of WQ-7 berth for captive user ( estimated cost Rs.285 crores)

The two berths have been identified for export of Alumina of which one berth was constructed by the Port for which Expression of Interest (EOI) will be invited for installation of mechanized facilities. For the second berth EOI has been invited for construction, equipping, operation and maintenance of mechanized facilities for Alumina exports. RFQ is under issue to the application.

Strengthening and deepening of East quay 5,6 and 7 and WQ.1 to WQ.5:

The three berths EQ.5 to EQ.7 on Eastern side of Northern arm and five berths WQ.1 to WQ.5 on the Western side of northern arm are proposed to be strengthened and deepened to facilitate handling of panamax vessels upto 12.50 mtrs draft as against existing permissible draft of 10.21 mtrs.

Revamping four berths (EQ.1 to EQ.4) in inner harbour:

At present the berths EQ.1 to EQ.4, which were built during 1933-1955 can accommodate vessels upto 10.06 mtrs. Keeping in view the anticipated increase in deployment of panamax vessels for bulk trade, it is proposed revamp these four berths as three berths to accommodate panamax vessels upto 14 mtrs. draft.

Extension of container terminal by 700 mtrs:

The quay length of existing container terminal is 449 mtrs. with a designed capacity to handle 2.5 lakhs TEUs per annum. This terminal with a permissible draft 14.9 mtrs. is the deepest in the country. According to a recent study the container traffic in Asia pacific region is expected to grow in leaps and bounds requiring 430 additional terminals by 2011. Encouraged by this and also keeping in view the locational advantage for attracting additional volume of container cargo, this project to extend the container terminal by 700 mtrs. to have a total quay length of 1150 mtrs is contemplated.

Revamping of OR-1 and OR-2:

Consequent on shifting LPG traffic to outer harbour, from existing OR - II berth it is proposed to dedicate one of these two oil berths exclusively for handling chemicals. It is proposed to revamp the two berths in the inner harbour to cater to 14 mtrs draft tankers for handling POL and Chemical cargo.

Mechanised cargo handling facilities at General –Cum –Bulk Cargo berth ( GCB ) at outer harbour.

At present the Visakhapatnam Port is handling import of coking coal to the tune of 7 million tonnes per annum. The GCB at outer harbour which can accommodate 100000 DWT vessels is used to handle 4.8 Million Tonnes of cargo. In view of lack of shore handling equipment at the berth coking coal is discharged by using either by shipsgear or by using floating cranes in case of gearless panamax vessels. In view of the above, it is proposed to install mechanized cargo handling facilities for ship to shore discharge by installation of harbour mobile cranes, conveyor system, reclaimers etc. at an estimated cost of Rs.50 crores.

#### Modernization of iron ore handling complex:

The Iron ore and pellet traffic through this port is poised to increase to 20 million tonnes from the present level of 16 million tonnes. To handle the increased volumes, it is proposed to modernize the facilities of Ore handling complex.

#### Replacement of six cranes and two tugs:

To sustain and improve the existing productivity levels and also to navigate the anticipated increase in ship calls, six numbers of 10 tonne electric wharf cranes will be replaced by higher capacity electric wharf cranes and two tugs by higher capacity tugs.

#### Strengthening rail connectivity:

The cargo traffic at this port is predominantly rail borne. For the central India the Port is the natural outlet and hence better connectivity will not only enable the port to attract additional traffic but also enables economic development of service area. This new development of separate interchange yard near Mindi and shifting of mechanical facilities at OEC to a separate yard are planned.

#### Improvement to road infrastructure:

The other projects contemplated include construction of transit sheds and development of tank farms etc.

# CHAPTER-3

## POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

## ADMINISTRATIVE POWERS –CHAIRMAN / DY.CHAIRMAN / HEADS OF DEPARTMENTS

CHAIRMAN	DY.CHAIRMAN	HEADS OF THE DEPARTMENTS
<ul style="list-style-type: none"> <li>• Head of the organization</li> <li>• Appointing authority for Class –I and Class –II posts of Port.</li> <li>• Chairman of the Board of Visakhapatnam Port Trust and Visakhapatnam Dock Labour Board.</li> <li>• Disciplinary authority for Major Penalties in respect of Class-I and II officers.</li> <li>• Appellate authority in respect of cases where Dy.Chairman acted as Disciplinary / Competent authority.</li> <li>• Chief Vigilance Officer of the Port.</li> </ul>	<ul style="list-style-type: none"> <li>• Dy. Head of the organization</li> <li>• Disciplinary authority in respect of Class-III &amp; IV employees in the absence of regular HOD.</li> <li>• Also appellate authority for CL. III &amp; IV employees.</li> <li>• Disciplinary authority for Minor penalties in respect of Cl. I &amp; II officers of VPT.</li> <li>• Selecting authority for Cl. II posts of the Port</li> </ul>	<ul style="list-style-type: none"> <li>• Head of the Department and monitors various functions of the department.</li> <li>• Personnel matters of officers and staff of the department.</li> <li>• Acts as appointing and disciplinary authority for class –III and IV.</li> </ul>

## FINANCIAL POWERS - BOARD / CHAIRMAN / DY.CHAIRMAN

NATURE OF WORK	BOARD	CHAIRMAN / DY.CHAIRMAN
Entering into contract ( Plan & non-Plan)	Full powers	Chairman: Rs.5 crores for Plan & Non- plan works. Dy.Chairman: Rs.3 crores for Plan & Non- plan works.
Charge expenditure to capital	Rs.50 crores for new projects and Rs.100 crores for replacement under plan schemes	Chairman: Rs.5 crores for Plan & Non- plan works. Dy.Chairman:Rs.3 crores for Plan & Non- plan works.
Sanction plan works	Full powers	Chairman: Rs.5 crores Dy.Chairman:Rs.3 crores .
Sanction non-plan works	Full powers	Chairman: Rs.2 crores Dy.Chairman: Rs. 1 crore



## FINANCIAL POWERS –HODs / DY.HODs

NATURE OF WORK	EXTENT OF POWER
i. To enter into contract ( Plan & non-Plan)	CE / CME / CMM :- Rs. 50 lakhs. CE / CME / CMM
ii. To Charge expenditure to capital ( Plan & non-Plan)	:- Rs. 50 lakhs.
iii. To sanction works : <ul style="list-style-type: none"> <li>. Plan</li> <li>. Non-Plan</li> </ul>	CE / CME / CMM :- Rs. 50 lakhs. CE / CME / CMM / DC :- Rs. 15 lakhs.
iv. Vetting of proposals bills / tenders	Full powers to FA&CAO & Rs. 5 –15 lakhs for Sr.Dy.FA&CAO
v. Cheque signing	Up to Rs.10 lakhs for FA&CAO / Sr.Dy.FA&CAO More than Rs.10 lakhs –Joint Signatory for FA&CAO along with Sr.Dy.FA&CAO.
Procurement of Medicines	Up to Rs. 2 lakhs for CMO.

## DUTIES AND RESPONSIBILITIES

Designation	Duties and Responsibilities
DY. CONSERVATOR	Conservation of port waters, planning and monitoring of : Pilotage, Maintenance dredging, Hydrographic surveys, Fire services, Navigational aids
TRAFFIC MANAGER	Planning and monitoring of cargo handling operations viz. Allotment of berths, Allotment of hooks, Arranging for cargo handling operations including labour engagement, Allotment of transit and storage facilities, Monitoring performance of vessels Arranging for rail movement of cargo to and from the stack yards in co-ordination with the Railways Attending to the inspection of docks, railway yards, Fishing harbour and initiate measures for improving the performance. Appraisal of vessel performance on daily basis to Chairman/Dy.Chairman and resolve any co-ordination issues with relevant departments. Issue of licenses with respect to stevedoring, ship repairing, ship chandelling and license etc.
JOINT DIRECTOR ( R&P )	Development of MIS on port operations and formulation of traffic forecast. Formulation of annual plans and five year plans. Preparation of capital budget report and administration report. Formulation of port tariff. Preparation of investment appraisal reports. Organising trade meets. Replies to parliament questions. Preparation of draft MOU, material for PLBS. Preparation of background material and information notes for the visits of parliamentary standing committees, public accounts committee etc. Preparation of notes for port Chairman conference, scope shipping etc. Induction of information technology. Economic studies and Library
CHIEF MECHANICAL ENGINEER	Planning, procurement, installation and operation, maintenance and repairs of equipment in Port workshop, Dock yard workshop, Mobile Crane complex, Electrical Maintenance, Broad Gauge Locos, Motor Vehicles Section, Floating Crafts Section, Off Shore Tanker Terminal, Fishing Harbour, Slipway and Ore Handling Complex.
MATERIALS MANAGER	Procurement of materials, Stocking, issue of materials to internal departments, Disposal of scrap / surplus / second hand items

CHIEF ENGINEER	Planning, development and maintenance of Civil Engineering infrastructure including construction and maintenance of Jetties, Wharves, Ware houses, Buildings, Bridges, Roads & Drains, Break waters, Water supply, Railway system including laying and maintenance of Railway tracks, Environmental issues including sewage treatment plant and estate matters
MATERIALS MANAGER	Procurement of materials, Stocking, issue of materials to internal departments, Disposal of scrap / surplus / second hand items
FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER	Collection and accounting of Trusts receipts, Scrutiny of works estimates, tenders and agreements and passing of bills for works done. Process proposals for procurement of stores Pre-audit and arranging payment of pay and allowances and advances. Analytical study of costs, fixation of rates Borrowings and investments of funds and reserves. Maintain the accounts of all capital assets. Check the initial accounts of the Departments. Maintain provident fund accounts. Remittance of income tax, insurance premia Scrutinize the proposals of Departments for creation of posts and work study
SECRETARY	Industrial relations, Union matters, conciliations, adjudications. Establishment and Personnel matters of CI.I & II Officers of the Port and CI.III & IV staff of the Personnel Department. He liaison with the Ministry on Personnel & I.R. matters.
SECRETARY	Public relations, Legal matters, maintenance and allotment of auditorium and stadiums at sports complex maintenance and allotment of port guest houses, board matters, signing of vakalats and affidavits and agreements and implementation of official language, issue of photo identity cards.
CHIEF MEDICAL OFFICER	Providing medical facilities to the working/ retired Port Officers, employees and their families. Procurement of drugs and surgical equipment. Providing sanitation facilities at all the Port Offices and housing colonies.

# CHAPTER -4

## RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

## VISAKHAPATNAM PORT EMPLOYEES SERVICE REGULATIONS

1.	Visakhapatnam Port Trust Employees (Temporary Services) Regulations –1991
2.	Visakhapatnam Port Trust Employees (Conduct) Regulations –1964
3.	Visakhapatnam Port Trust Employees (Recruitment, Seniority and Promotions) Regulations-1964
4.	Visakhapatnam Port (Authorization of Pilots) Regulations –1964
5.	Visakhapatnam Port Trust Employees (Welfare Fund) Regulations –1967
6.	Visakhapatnam Port Trust Employees (Classification, Control & Appeal) Regulations –1968
7.	Visakhapatnam Port Trust Employees (Allotment of residences) Regulations –1968
8.	The Class-I Officers of the Visakhapatnam Port (Acceptances of Employment after Retirement) Regulations –1970
9.	Visakhapatnam Port Trust Employees (Compassionate Fund) Regulations –1970
10.	Visakhapatnam Port Trust Employees (Family Security) Regulations –1976
11.	Visakhapatnam Port Trust Employees (Retirement) Regulations –1989
12.	Visakhapatnam Port Trust Employees (Educational Assistances) Regulations –1990
13.	Visakhapatnam Port Trust Employees (Festival Advances) Regulations –1991
14.	Visakhapatnam Port Trust Employees (Contribution Outdoor & Indoor Medical benefits after Retirement) Regulations –1992
15.	Visakhapatnam Port Trust (Recruitment of Heads of Departments) Regulations - 1991
16.	Visakhapatnam Port Trust Employees (Leave) Regulations –1992
17.	Visakhapatnam Port Trust Employees (Leave Travel Concession) Regulations –1993
18.	Visakhapatnam Port Employees (General Provident Fund) Regulations –1993
19.	Visakhapatnam Port Employees (Grant of Advances for Purchase of Conveyance) Regulations-1993

## LIST OF ACTS:

1.	Indian Ports Act –1908
2.	Major Port Trusts Act –1963
3.	Industrial Disputes Act –1947
4.	Dock Workers ( Regulations of Employment) Act –1948
5.	Merchant Shipping Act –1968
6.	Customs Act –1962
7.	Contract Labour Regulations and Abolition Act –1970
8.	Dock Workers (Safety, Health and Welfare) Act –1986
9.	Trade Unions Act –1926
10.	Payment of Wages Act –1936
11.	Payment of Gratuity Act –1972
12.	A.P. Factory Rules –1960
13.	Visakhapatnam Municipal Corporation Act –1979
14.	A.P. NALA Act –1963
15.	Motor Vehicles Act –1980
16.	WomenCompensationss Act - 1923
17.	Indian Contract Act –1872
18.	The Right to Information Act-2005

#### LIST OF RULES:

1.	Fundamental Rules & Supplementary Rules
2.	Major Port Trusts (Adaptation of Rules) Regulations 1964
3.	Major Port Trusts (Procedure at Board Meetings) Rules 1981
4.	Major Port Trust (Payment of Fees and Allowances to Trustees) Rules 1981
5.	Harbour Craft Rules
6.	CCS Pension Rules

These documents are under the control of the following and can be had on written request which will be decided on a case to case basis:

1. Secretary, Visakhapatnam Port Trust, Visakhapatnam-530 035
2. Dy. Chief Law Officer, Law Officer, Visakhapatnam Port Trust, Visakhapatnam –530 035
3. Asst. Secretary(Board), Visakhapatnam Port Trust, Visakhapatnam-530 035

## CHAPTER - 5

**P**ARTICULARS OF ANY  
ARRANGEMENT THAT  
EXISTS FOR  
CONSULTATION WITH OR  
REPRESENTATION BY THE  
MEMBERS OF THE PUBLIC  
IN RELATION TO THE  
FORMULATION OF ITS  
POLICY OR IMPLEMENTA-  
TION THERE OF.

## 5.1 & 5.2

The Visakhapatnam Port Trust Board which is the policy making body has representation from Workers, User Agencies, Defense, Railways, Customs besides other interests.

All policies relating to Industrial Relations in respect of Class-III & IV, Policies with respect to cargo handling operations are discussed with labour unions / trade where their interests are attracted as a part of decision making process before agenda items are set for the deliberations in Board of Trustees meeting of the Visakhapatnam Port Trust.



# CHAPTER-6

## A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

# VISAKHAPATNAM PORT TRUST

## INFORMATION ABOUT THE OFFICIAL DOCUMENTS.

SL. NO	NAME OF THE DOCUMENT	PROCEDURE TO OBTAIN THE DOCUMENT	HELD BY/UNDER CONTROL OF
1	Annual Administration Report	Written Request	Secretary
2	Revenue Budget	Written Request	FA&CAO
3	Capital Budget	Written Request	Jt. Director(R&P)
4	Schedule of Staff	Written Request	FA&CAO
5	Scale of Rates	Written Request	Traffic Manager
6	Delegation of Powers	Written Request	Secretary
7	Berthing Programme	Written Request	Traffic Manager
8	Port View	Written Request	Jt. Director(R&P)
9	Sagarika	Written Request	Secretary
10	Recruitment Rules	Written Request	Secretary
11	Recruitment Policy	Written Request	Secretary
12	Matters relating to Establishment and personnel	Written Request	Secretary
13	Trade union check off results	Written Request	Secretary
14	Recruitment Rules	Written Request	Secretary
15	Land policy guide lines issued by the Govt. of India	Hosted on VPT website	Secretary
16	Tender documents of civil works and land allotment including NIT, Revision, Amendments etc.	Hosted on VPT website	Secretary

# CHAPTER-7

## A STATEMENT OF BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES CONSTITUTED AS ITS PART

# INFORMATION OF BOARD & SUB COMMITTEES OF THE TRUSTEES OF VISAKHAPATNAM PORT TRUST

## V.P.E. WELFARE FUND ADVISORY COMMITTEE

1.	Name and Address of the affiliated body	V.P.E. WELFARE FUND ADVISORY COMMITTEE Visakhapatnam Port Trust Visakhapatnam –530 035 A. P. (INDIA)
2.	Type of Affiliated body (Board, Council, Committees and other bodies)	Welfare Committee
3.	Brief introduction of the affiliated body	To promote welfare measures to the employees and Officers of VPT.
	a) Establishment year	1967
	b) Objective	To promote welfare measures to the employees and Officers of VPT.
	c) Main activity	To provide Welfare measures and to promote Sports and cultural activities for the benefit of Port employees and their families and also to provide amenities to the employees and Officers of VPT in the Port housing colonies.
	d) Role of the affiliated body (Advisory / Managing / Executive / Others)	Advisory
	e) Structure and member composition	15
	f) Head of the Body	Dy. Chairman, Visakhapatnam Port Trust
	g) Address of main office and its Branches	Secretary, Personnel Department, Visakhapatnam Port Trust Visakhapatnam –530 035 Andhra Pradesh (India)
	h) Frequency of Meetings	At least once in 3 months
	i) Can public participate in the meetings	No
	j) Are minutes of the meetings prepared	Yes
	k) Are minutes of the meetings available to the public ? if yes, please provide information about the procedure to obtain them	To be decided

## C.H.R.D. GOVERNING BODY

1.	Name and Address of the affiliated body	HRDC Governing body and Advisory Committee
2.	Type of Affiliated body (Board, Council, Committees and other bodies)	COMMITTEE
3.	Brief introduction of the affiliated body	To improve skills of the employees and officers to improve the overall performance of the VPT.
	a) Establishment year	28-5-1977
	b) Objective	To improve skills of the employees and officers to improve the overall performance of the VPT.
	c) Main activity	To impart training to the employees as well as Officers of VPT and VDLB. Sponsoring employees as well as Officers of VPT & VDLB to the various training programmes including at NIPM, IIPM.
	d) Role of the affiliated body (Advisory / Managing / Executive / Others)	Advisory
	e) Structure and member composition	20
	f) Head of the Body	Chairman
	g) Address of main office and its Branches	Director (HRDC). Ambedkar Bhavan, Visakhapatnam Port Trust, Visakhapatnam-35.
	h) Frequency of Meetings	4 months
	i) Can public participate in the meetings	No
	j) Are minutes of the meetings prepared	Yes
	k) Are minutes of the meetings available to the public ? if yes, please provide information about the procedure to obtain them	To be decided

## QUARTER COMMITTEE

1. Name and Address of the affiliated body	V.P.E. Quarters committee. Visakhapatnam Port Trust, Visakhapatnam –35.
2. Type of Affiliated body (Board, Council, Committees and other bodies)	COMMITTEE
3. Brief introduction of the affiliated body	For allotment of quarters in various locations to the Cl.III & IV employees of VPT
a) Establishment year	---
b) Objective	For allotment of quarters in various locations to the Cl.III & IV employees of VPT
c) Main activity	---
d) Role of the affiliated body (Advisory / Managing / Executive / Others)	Advisory
e) Structure and member composition	19 members
f) Head of the Body	Chief Engineer
g) Address of main office and its Branches	Visakhapatnam Port Trust, Visakhapatnam –35.
h) Frequency of Meetings	1 months
i) Can public participate in the meetings	No
j) Are minutes of the meetings prepared	Yes
k) Are minutes of the meetings available to the public ? if yes, please provide information about the procedure to obtain them	To be decided

## SUSPENSION REVIEW COMMITTEES

1. Name and Address of the affiliated body	Suspension Review Committees
2. Type of Affiliated body (Board, Council, Committees and other bodies)	Committee
3. Brief introduction of the affiliated body	To review the suspension cases from Cl.I to Cl.IV.
a) Establishment year	Yet to start functioning. The official gazettee notification is awaited.
b) Objective	To review the suspension cases from Cl.I to Cl.IV.
c) Main activity	
d) Role of the affiliated body (Advisory / Managing / Executive / Others)	Recommendatory
e) Structure and member composition	3
f) Head of the Body	<p>1) Class.I &amp; II –in case of Minor penalties –Chairman.</p> <p>2) Class.III &amp; IV –Where HOD is disciplinary authority – Dy.Chairman</p> <p>3) Class.III &amp; IV where Dy.Chairman acts as competent authority in the absence of HOD as disciplinary authority –Chairman.</p> <p>4) Cl.I &amp; II –In case of Major penalties –yet to be constituted by the Ministry.</p> <p>5) Heads of Departments –Both in cases of Major / Minor penalties –yet to be constituted by the Ministry.</p>
g) Address of main office and its Branches	Visakhapatnam Port Trust, Visakhapatnam –35.
h) Frequency of Meetings	depends
i) Can public participate in the meetings	No
j) Are minutes of the meetings prepared	No
k) Are minutes of the meetings available  to the public ? if yes, please provide information about the procedure to obtain them	To be decided.

## COMMITTEE FOR SELECTIONS for CLASS.I, II, III & IV

1. Name and Address of the affiliated body	Selection Committee for Cl.I, II ,III & IV,
2. Type of Affiliated body (Board, Council, Committees and other bodies)	Committee
3. Brief introduction of the affiliated body	To assess the suitability and performance of the candidates appearing for selection to various posts in VPT.
a) Establishment year	Since inception of RSP Regulations.
b) Objective	To assess the suitability and performance of the candidates appearing for selection to various posts in VPT.
c) Main activity	
d) Role of the affiliated body (Advisory / Managing / Executive / Others)	---
e) Structure and member composition	Minimum 4 members
f) Head of the Body	1) Chairman in case of Cl.I & II posts. 2) Concerned HOD in case of Cl.III & IV posts.
g) Address of main office and its Branches	Visakhapatnam Port Trust, Visakhapatnam –35.
h) Frequency of Meetings	Subject to occurrence of the vacancy.
i) Can public participate in the meetings	No
j) Are minutes of the meetings prepared	Yes
k) Are minutes of the meetings available to the public ? if yes, please provide information about the procedure to obtain them	To be decided.



## COMMITTEE FOR PORT EDUCATIONAL SOCIETY

1. Name and Address of the affiliated body	Visakhapatnam Port Educational Society, Visakhapatnam Port Trust, Visakhapatnam-35.
2. Type of Affiliated body (Board, Council, Committees and other bodies)	Committee
3. Brief introduction of the affiliated body	To promote Education among the children of Port & DLB employees in the residential areas of VPT.
a) Establishment year	1977
b) Objective	To promote Education among the children of Port & DLB employees in the residential areas of VPT.
c) Main activity	
d) Role of the affiliated body (Advisory / Managing / Executive / Others)	Executive
e) Structure and member composition	6
f) Head of the Body	Secretary
g) Address of main office and its Branches	Secretary& President, VPES, Visakhapatnam Port Trust, Visakhapatnam –35.
h) Frequency of Meetings	Once in a month.
i) Can public participate in the meetings	No
j) Are minutes of the meetings prepared	Yes
k) Are minutes of the meetings available to the public ? if yes, please provide information about the procedure to obtain them	To be decided

COMMITTEE FOR CANCELLATION OF KALYANAMANDAPAMS IF ANY  
IRREGULARITIES FOUND IN ALLOTMENT.

1. Name and Address of the affiliated body	COMMITTEE FOR CANCELLATION OF KALYANAMANDAPAMS, Visakhapatnam Port Trust, Visakhapatnam-35.
2. Type of Affiliated body (Board, Council, Committees and other bodies)	Committee
3. Brief introduction of the affiliated body	To allot Kalyanamandapams of VPT to the employees and officers of VPT & VDLB in proper manner without any irregularities. Further, the committee will cause an examination after cancellation of Kalyanamandapams.
a) Establishment year	2005
b) Objective	To allot Kalyanamandapams of VPT to the employees and officers of VPT & VDLB in proper manner without any irregularities. Further, the committee will cause an examination after cancellation of Kalyanamandapams.
c) Main activity	
d) Role of the affiliated body (Advisory / Managing / Executive / Others)	Advisory
e) Structure and member composition	3
f) Head of the Body	Secretary/ V.O. / FA & CAO
g) Address of main office and its Branches	Secretary, Personnel Department. Visakhapatnam.
h) Frequency of Meetings	Depends
i) Can public participate in the meetings	No
j) Are minutes of the meetings prepared	No
k) Are minutes of the meetings available to the public ? if yes, please provide information about the procedure to obtain them	To be decided

COMMITTEE FOR REVIEWING THE CASES OF CLASS.I AND II OFFICERS AND CLASS.III & IV EMPLOYEES  
BEYOND 50 / 55 YEARS OF AGE OR 30 YEARS OF SERVICE IN EMPLOYMENT –PREMATURE RETIREMENT.

1. Name and Address of the affiliated body	COMMITTEE FOR REVIEWING THE CASES OF CLASS.I AND II OFFICERS AND CLASS.III & IV EMPLOYEES BEYOND 50 / 55 YEARS OF AGE OR 30 YEARS OF SERVICE IN EMPLOYMENT –PREMATURE RETIREMENT, Visakhapatnam Port Trust,  Visakhapatnam-35.
2. Type of Affiliated body (Board, Council, Committees and other bodies)	Committee
3. Brief introduction of the affiliated body	To review the cases of Cl.I to IV employees under the provision of FR.56 (j) to examine the continuity in service.
a) Establishment year	2005
b) Objective	To review the cases of Cl.I to IV employees under the provision of FR.56 (j) to examine the continuity in service.
c) Main activity	
d) Role of the affiliated body (Advisory / Managing / Executive / Others)	Recommendatory
e) Structure and member composition	1)5 members in case of Cl.I & II Officers.(Chairman, Dy.Chairman, concerned HOD, Secretaryand Dy.Conservator. 2)4 members in case of Cl.III & IV employees of every department.
f) Head of the Body	1) Chairman in case of Cl.I & II Officers 2) Concerned HOD for Cl.III & IV employees.
g) Address of main office and its Branches	Visakhapatnam Port Trust,  Visakhapatnam.
h) Frequency of Meetings	Subject to crossing of the age mentioned above.
i) Can public participate in the meetings	No
j) Are minutes of the meetings prepared	Yes
k) Are minutes of the meetings available to the public ? if yes, please provide information about the procedure to obtain them	To be decided

### DEPARTMENTAL PROMOTION COMMITTEE FROM CLASS.I TO CLASS.IV

1. Name and Address of the affiliated body	Departmental Promotion Committee, Visakhapatnam Port Trust,  Visakhapatnam-35.
2. Type of Affiliated body (Board, Council, Committees and other bodies)	Committee
3. Brief introduction of the affiliated body	To assess the suitability and performance of the candidates for promotion to various posts.
a) Establishment year	---
b) Objective	To assess the suitability and performance of the candidates for promotion to various posts.
c) Main activity	
d) Role of the affiliated body (Advisory / Managing / Executive / Others)	Recommendatory
e) Structure and member composition	1) Minimum 3 members. 2) Minimum 3 members.
f) Head of the Body	1) Chairman in case of Cl.I & II Officers 2) Concerned HOD for Cl.III & IV employees.
g) Address of main office and its Branches	Visakhapatnam Port Trust,  Visakhapatnam.
h) Frequency of Meetings	Subject to occurrence of vacancy
i) Can public participate in the meetings	No
j) Are minutes of the meetings prepared	Yes
k) Are minutes of the meetings available to the public ? if yes, please provide information about the procedure to obtain them	To be decided

## MEDICAL BOARD

1. Name and Address of the affiliated body	Medical Department, Golden Jubilee Hospital, Visakhapatnam Port Trust Salagramapuram, Visakhapatnam
2. Type of Affiliated body (Board, Council, Committees and other bodies)	Medical Board / VPT
3. Brief introduction of the affiliated body	Medical Board is constituted from the inception of the Port Hospital. Medical Board will examine the employees who are having medical problems.
a) Establishment year	---
b) Objective	Examination of 1 <sup>st</sup> appointment cases, Medical Invalidation cases, Medical calls, cases referring for medical based on health grounds.
c) Main activity	
d) Role of the affiliated body (Advisory / Managing / Executive / Others)	Advisory
e) Structure and member composition	Consisting of CMO and Chairman of the Medical Board, Physician, Surgeon and Ophthalmologist.
f) Head of the Body	CMO / VPT
g) Address of main office and its Branches	Chief Medical Officer Golden Jubilee Hospital Visakhapatnam Port Trust Salagramapuram Visakhapatnam
h) Frequency of Meetings	Twice in a month ( alternate weeks)
i) Can public participate in the meetings	No
j) Are minutes of the meetings prepared	No
k) Are minutes of the meetings available to the public ? if yes, please provide information about the procedure to obtain them	No

# CHAPTER - 8

## The NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER STATEMENT OF BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES CONSTITUTED AS ITS PART

# VISAKHAPATNAM PORT TRUST

In exercise of the powers conferred by sub-section (1) of Section 5 and sub-section (1) of Section 19 of “THE RIGHT TO INFORMATION ACT, 2005”, the following Officers are designated as Public Information Officers (PIOs) and Asst. Public Information Officers (APIOs) and Appellate Authorities for Visakhapatnam Port Trust, Visakhapatnam.

## LIST OF PIOS DESIGNATED UNDER RTI ACT, 2005

Name Of the	Name of PIO S / Shri	Tel. No.	Dealing subject
Vigilance	Sri. B.V.S. Sathish, Sr. Marine Engineer	2564487	Port vigilance matters.
General Administration Department	Sri.C. Harichandran Secretary	2873800	Personnel Establishment matters of Class-I, II, III & IV posts, Industrial relations, Board matters and also other matters connected to Port Administration
Accounts	FA&CAO	2564588	Financial performances, accounting systems, pension grievances.
Civil Engineering	Chief Engineer	2873300	Land matters and other Civil Engineering contracts.
Mechanical& Engineering	Sri. R.N. Hari Krishna Chief Mechanical Engineer	2873210 2873400	All matters relating to Mechanical & Electrical Engineering Department including M.M Division
Marine	Dy. Conservator	2875500	Marine operations, Fire fighting , maintenance Dredging, marine survey, pilotage and issues of licenses For marine operations.
Traffic	Sri. P. Haldar, Sr. Dy. Traffic Manager	2873707	Day to day activities relating to Shipping and Railways issues both commercial operational, Tariff related issues, matters relating to issue of licenses and allotment of storage space, general information on Port facilities, port Plans, Port Statistics, NMDP projects
Traffic (Cargo Handling Division)	Sri. P. Haldar, Sr. Dy. Traffic anager	2873707	Board matters, Personnel and Industrial relations, Employee/ worker grievances, financial performances, accounting systems, pension grievances, medical facilities, matters relating to Cargo Handling Operations, land matters and Civil Engineering contracts, Annual Maintenance Contracts, Procurement of stores, disposal of equipment And related issues, Registration/ listing employers
Medical	Chief Medical Officer	2876240 2876100	All matters relating to medical treatment and facilities.
VPT Educational Society	P V V P. Hari Hara Rao, Marine engineer & Hon. President, Visakhapatnam Port Educational Society	2873206	Matters connected to VPT Educational Society.



# LIST OF APIOS DESIGNATED UNDER RTI ACT, 2005

Name Of the Deptt.	Name of APIO S/Shri/Smt.	Tel. No.	Dealing subject
General Administration Department	Sr. Dy. Secretary	2873133	Industrial Relations matters Recruitment related matters. Board related matters
Accounts	Shri D. Ramana Murthy Sr. Dy. & CAO	2873222	Financial performances, accounting systems, pension grievances and any other matters connected to Accounts department
Civil Engineering	Estate Manager	2873515	Matters related to Estate.
Mechanical & Electrical Engineering	Sri. M.V. Ravi Kumar Dy.CME	2873209	All matters relating to Mechanical & Electrical Engineering Department including MM Division. Besides he will continue to function as appellate Authority in respect of the matters pertaining to Visakhapatnam Port Educational Society.
	Materials Manager	2874707	Matters relating to tenders for Stores procurement.
	Personnel Officer	2873240	Industrial Relations matters All Establishment matters pertaining to Mechanical & Electrical Engineering Department
Marine	Capt.v. Ramprasad, Harbour Master	2875504	Matters relating to Shipping movements, fire fighting, issue licenses on Marine operations, Hydrographic surveys and maintenance dredging.
Traffic	Sri. S.K. Singh Sr. Dy.Traffic Manager	2873723	Day to day activities relating to Shipping, commercial/operational Tariff related issues, matters relating to issue of licenses and allotment of storage space general information on Port facilities, Port plans, Port statistics NMDP Projects..
	B. Ratnasekhar, Dy Traffic Manager	2873726	Matters relating to Railways commercial/operational.
	K. Rajendra Kumar, Jt.Director (R&P)	2873200	Matters relating to Information Technology, Updating of website.
	Sr. Dy. Director (R&P)	2873446	Matters relating to Port statistics

Traffic (Cargo Handling Division)	Sri. S.K. Singh, Sr. A.T.M.	2873723	Board matters, Personnel and Industrial relations, Employee/ worker grievances, financial performances, accounting systems, pension grievances, medical facilities, matters relating to Cargo Handling Operations, land matters and Civil Engineering contracts, Annual Maintenance Contracts, procurement of stores, disposal of equipment and related issues, Registration/ listing employers
Medical	Dy. C.M.O.	2796331	Matters relating to Medical treatment and facilities.
Vigilance	Sri. P. Kannam Naidu, Asst. Engineer (Civil)	2873919	Matters relating to Port vigilance.
VPT Educational Society	Smt. L. Vijaya Kumar, Head Mistress, Port GighSchool-II, Krishna.	2796251	Matters connected to VPT Educational Society.
	Smt. V. Radha, Head Mistress, Port Primary School-2, Krishna.	9247833054	

APPELLATE AUTHORITY UNDER RTI ACT, 2005

Sl. No	NAME	DESIGNATION	TEL. NO	SUBJECT MATTER
1.		Secretary	0891 2873800	He shall deal with appeals preferred by applicants whose request for information is rejected by the PIO/APIO

## CHAPTER-9

### PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

- 9.1 : What is the procedure followed to take a decision for various matters?  
( A reference to secretariat manual and rule of business manual, and other rules/regulations etc. can be made)

**AS PER THE R.S.P. REGULATIONS**

- 9.2 : What are the documented procedures / laid down procedures / Defined Criteria/ rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

**AS PER THE R.S.P. REGULATIONS**

- 9.3 : What are the arrangements to communicate the decision to the public?

**NEWS PAPER / LETTERS/ WEBSITE.**

- 9.4 ; Who are the officers at various levels whose opinions are sought for the process of decision making?

**CHAIRMAN, DY.CHAIRMAN, SECRETARY , F.A. & C.A.O., concerned HODs,  
TRUSTEES representing LABOUR AND OTHER TRUSTEES IN THE BOARD.**

- 9.4 : Who is the final authority that wets the decision?

**BOARD**

- 9.5 : Important matters on which the decision is taken by the public authority.

Subject on which the decision is to be taken	Recruitment policy, amendment of RRs and changes in service conditions if any.
Guide line / Direction, if any	Regulations
Process of Execution	Implementation of amendments and instructions if any received from the Ministry.
Designation of the Officers involved in decision making	Concerned HOD, FA&CAO, Secretary, Dy. Chairman, Chairman, Trustees representing Labour and other Trustees.
Contact information of above mentioned officers	Visakhapatnam Port Trust, Visakhapatnam –530 035.
If not satisfied by the decision, where and how to appeal	Chairman, Visakhapatnam Port Trust.

## ENGINEERING DEPARTMENT

Subject on which the decision is to be taken	Allotment of Port Lands
Guide line / Direction, if any	Govt. Guidelines issued from time to time
Process of Execution	Tender process
Designation of the Officers involved in decision making	Chairman / VPT Board / Ministry
Contact information of above mentioned officers	Furnished in the Chapter –10
If not satisfied by the decision, where and how to appeal	Chairman / Dy. Chairman, Visakhapatnam Port Trust, Visakhapatnam

## TRAFFIC DEPARTMENT

Subject on which the decision is to be taken	Allotment of berths
Guide line / Direction, if any	As per the instructions for priorities received from the Govt., and as per the procedure decided during the meetings with the trade from time to time
Process of Execution	Allotments will be decided during the daily berthing meetings with the trade
Designation of the Officers involved in decision making	Traffic Manager along with other Senior Officers of the Traffic Department
Contact information of above mentioned officers	Furnished in Chapter-10
If not satisfied by the decision, where and how to appeal	Chairman/Dy.Chairman, Visakhapatnam Port Trust, Visakhapatnam.

Subject on which the decision is to be taken	Granting fresh license / renewal for storage space
Guide line / Direction, if any	First come first serve basis depending on the arrival date of the vessel.
Process of Execution	By written application from the party
Designation of the Officers involved in decision making	Traffic manager
Contact information of above mentioned officers	Furnished in Chapter-10
If not satisfied by the decision, where and how to appeal	Chairman/Dy.Chairman, Visakhapatnam Port Trust, Visakhapatnam.

Subject on which the decision is to be taken	Issue of License for undertaking stevedoring operations
Guide line / Direction, if any	Provisions of the MPT Act, 1963 and the rules & regulations framed there under
Process of Execution	License is issued subject to fulfillment of the conditions laid down
Designation of the Officers involved in decision making	Traffic Manager
Contact information of above mentioned officers	As mentioned in Chapter-10
If not satisfied by the decision, where and how to appeal	Chairman/Dy.Chairman, Visakhapatnam Port Trust, Visakhapatnam.

## ALLOTMENT OF QUARTERS

Subject on which the decision is to be taken	Allotment of quarters
Guide line / Direction, if any	VPT Employees (Allotment of residencies) Regulations 1968.
Process of Execution	<p>Employee has to make a representation in the prescribed proforma to the Secretary, Quarters Committee through concerned HOD. It will be registered in the seniority list. Subject to vacancy and seniority quarters will be allotted after having finalised in the quarters committee meeting.</p> <p>In respect of Officers, Officer has to make a representation in the prescribed proforma to the Chairman through concerned HOD. It will be registered in the seniority list. Subject to vacancy and seniority quarters will be allotted.</p>
Designation of the Officers involved in decision making	1) Quarters committee in respect of Cl.III & IV employees in consultation with C.E. <u>Deptt.</u> 2) Chairman, Dy.Chairman, C.E. and Secretary
Contact information of above mentioned officers	Visakhapatnam Port Trust, Visakhapatnam –530 035.
If not satisfied by the decision, where and how to appeal	Chairman/Dy.Chairman, Visakhapatnam Port Trust, Visakhapatnam

## ALLOTMENT OF KALYANAMANDAPAMS

Subject on which the decision is to be taken	Allotment of Kalyamandapams.
Guide line / Direction, if any	Established procedure.
Process of Execution	<ol style="list-style-type: none"> <li>1) Employees/retirees/outsideers have to enquire about the vacancy position.</li> <li>2) (i) Employees have to make a representation within a period of 6 months from the date of allotment. (ii) Retirees have to make a representation within a period of 6 months from the date of allotment.  (iii) Outsiders have to make a representation within a period of 2 months from the date of allotment.</li> <li>3) If vacant, the above categories has to make a representation in the prescribed proforma to the Manager(Ops.) through concerned HOD.</li> <li>4) It will be registered in the register and note will be processed for allotment.</li> <li>5) After necessary payment, allotment will be made in favour of the employees.</li> </ol>
Designation of the Officers involved in decision making	Secretary
Contact information of above mentioned officers	Secretary, Visakhapatnam Port Trust, Visakhapatnam – 530 035.
If not satisfied by the decision, where and how to appeal	Chairman / Dy. Chairman, Visakhapatnam Port Trust, Visakhapatnam



# CHAPTER - 10

## DIRECTORY OF OFFICERS AND EMPLOYEES

ADDRESS:

ADMINISTRATIVE OFFICE BUILDING  
VISAKHAPATNAM PORT TRUST  
VISAKHAPATNAM –530 035.

STD CODE:91-0891

FAX 2565023

eMail : [info@vizagport.com](mailto:info@vizagport.com)

SL. NO.	NAME	DESIGNATION	PHONE NUMBER	
			OFFICE	HOME
1.	SHRI. M.T. KRISHNA BABU, IAS	CHAIRMAN	2562758	2562514
2.		DY.CHAIRMAN	2565456	2563078

IMPORTANT CELL / MOBILE PHONE NUMBERS

SL.NO.	NAME S/SHRI	DESIGNATION	MOBILE NUMBER
1.	SHRI. M.T. KRISHNA BABU, IAS	CHAIRMAN	
2.		DY.CHAIRMAN	
3.	Mujib Pasha Shaik, I.T.S.	Chief Vigilance Officer	9951975500
4.	D. Naresh Kumar	Secretary	9848494119
5.	Shri R. Ramesh Karthikeyan	F.A.&C.A.O.	9848608185
6.	K. Ramachandra Rao	Chief Engineer	9246626653
7.	S. Mathur	Dy. Conservator	9848190796
8.	Satish Hannakkatte	Chief Mech. Engg.	9912609090
9.		Chief Medical Officer	9848608184
10.	N. Soundararajan	Traffic Manager	9848159403
11.	Capt. V. Ramprasad	Harbour Master	9848197595
12.		Dy. Traffic Manager (CHD)	9848197596
13.	Dr. K.Satyanarayana Rao	Sr. Dy. Traffic Manager	9848017428
14.	G.Jayadev Vandanam	Dy. Traffic Manager	9848185846
15.	B. Ratna Sekhar Rao	Dy. Traffic Manager	9848019360
16.	G. Ramasekhar Yaaji	Sr. Asst. Traffic Manager	9848019325
17.	M.V. Manikyalu	Sport Officer	9948298314
18.	K.R. Sudhakar	Dy. Chief Mech. Engg.	9848197593
19.	U.R.M. Raju	Sr. Personnel Officer	9849657669
20.	T. Venugopal	Personnel Officer	9849609657
21.	S.V.S. Sudhakar	Director (HRDC)	9849964841

## GENERAL ADMINISTRATION DEPARTMENT

SL. NO.	NAME S/SHRI	DESIGNATION	PHONE NUMBER	
			OFFICE	HOME
1.	D. Naresh Kumar	Secretary	2561425	2539307
2.		Dy. Secretary	2873134	
3.	M. Sankar Babu	Dy. Secretary	2873240	2562505
4.		Hindi Officer	2874605	
5.	Ch.V.L.P. Rao	Sr. Law Officer	2873438	2562505 ext. 6219
6.		Asst. Secretary Gr.1	2873122	
7.	G. Bapi Raju	Law Officer Gr.1	2873440	3253949
8.	Ch. Damodaram	Asst. Secretary Gr.1	2873119	2566318
9.	K. Siddeswara Rao	Asst. Secretary	2876704	2791286
10.	M.V. Manikyalu	Sports Officer	2873120 2799289	2505458
11.	Ch. Benerjee Babu	Sports Officer	2873123	2704881
12.	B.H. Vivekananda	Asst. Secretary	2873014	--
13.	U.R.M. Raju	Sr. Personnel Officer	2873202	3097716
14.	T. Venugopal	Personnel Officer	2873133	2876249
15.	S.V.S.Sudhakar	Director (HRDC)	2874102	2528732
16.	S. Chandra Rao	Welfare Officer	2873007	2796331 Ext.6074
17.	K. Nagabhushana Rao	Welfare Officer	2873008	2525706
18.	K. Kanaka Raju	Welfare Officer	2873009	9440301927
19.	B. Sambamurthy	Dy. Personnel Officer	2875698	9666691474
20.		P.A. to Secretary	2873136	2504478

## ACCOUNTS DEPARTMENT

SL. NO.	NAME S/SHRI	DESIGNATION	PHONE NUMBER	
			OFFICE	HOME
1.	Shri R. Ramesh Karthikeyan	F.A. & C.A.O.	2564588 2873500	2560177
2.	D. Ramana murthy	Sr. Dy.C.A.O.	2565498 2873222	2530341
3.		Sr. Dy.C.A.O.	2873228	2529441
4.	S. Sreenivasu Rao	Dy. C.A.O.	2873407	2783832
5.	T. Ranga Rao	Chief Cashier	2873022	2727823
6.	V. Vijaya Ram	P.A. to F.A. & C.A.O.	2873242	2715048

## TRAFFIC DEPARTMENT

SL. NO.	NAME S/SHRI	DESIGNATION	PHONE OFFICE	NUMBER HOME
1.	N. Soundararajan	Traffic Manager	2566556 2873900	2563794
2.		Dy. Traffic Manager (CHD)	2562997 2873706	2543378
3.	Dr. K. Satyanarayana Rao	Sr. Dy. Traffic Manager	2565307 2873707	2558136
4.	G. Jaidev Vandanam	Dr. Traffic Manager	2563247 2873713	5529238
5.	B. Ratna Sekhar Rao	Dr. Traffic Manager	2529313 2873726	2718347
6.	G. Ramasekhar Yaaji	Sr. Asst. Traffic Manager	2873724	2559892
7.	K. Rajendra Kumar	Jt. Director (R&P)	2873042	6530004
8.		Dy. Director	2873414	2565411
9.		Dy. Director	2873412	2503158
10.	M.V. Kapardee	Sr. Dy. Director (R&P)	2873446	2799899
11.	P. Sekhar Babu	Admin Officer (CHD)	2874563 2508668	2553779
12.		Secretary (CHD)	2873116 2560529	2553985
13.	G.R.V. Prasada Rao	Personnel Officer (CHD)	2874511	2568727
14.		P.A. to T.M.	2873703	2798807

## CIVIL ENGINEERING DEPARTMENT

SL. NO.	NAME S/SHRI	DESIGNATION	PHONE OFFICE	NUMBER HOME
1.	K. Ramachandra Rao	Chief Engineer	2873353	2552185
2.	Smt. A. Vijaya Kumari	Dy. Chief Engineer- I	2873312	2536881
3.	A. Venu Prasad	Dy. Chief Engineer –II	2873344	2563168 9948298321
4.	L. Subrahmanyam	Estate Manager	2873513	2536822
5.		Estate Manager	2873515	

## MECHANICAL & ELECTRICAL ENGINEERING DEPARTMENT

SL. NO.	NAME S/SHRI	DESIGNATION	PHONE NUMBER	
			OFFICE	HOME
1.	Satish Hannakkatte	Chief Mechanical Engineer	2564787	2563904
2.		Dy. C.M.E.	2561921	2550252
3.	C.R. Mohan	Superintending Engineer	2875807	2876216
4.	M.V. Ravikumar	Superintending Engineer	2874230	9666637272
5.	A.V. Ramana	Safety Officer	2873265	2790952
6.	V.Veerabhadra Rao	Materials Manager	2874707	2508692

## MARINE DEPARTMENT

SL. NO.	NAME S/SHRI	DESIGNATION	PHONE NUMBER	
			OFFICE	HOME
1.	Capt. S. Mathur	Dy. Conservator	2875500 2565042	2569894 Extn. 6270
2.	Capt. V. Ramprasad	Harbour Master	2875503 2563029	2556143
3.	Capt. P. Babu Rao	Dredging Superintendent	2875504	2718075
4.	Capt. S.P. Pakki	Dock Master	2875505	2551961 Extn. 6245

## MEDICAL DEPARTMENT

SL. NO.	NAME S/SHRI	DESIGNATION	PHONE NUMBER	
			OFFICE	HOME
1.		Chief Medical Officer	2796240	2793453
2.	Dr. G. Balaparameswara Rao	Sr. Dy. C. M. O.	2706430	2755496
3.	Dr. L. Vijaya Kumar	Dy. C. M. O. –I	2876193	2796877
4.		Dy. C. M. O. –II	2876816	2704527

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# CHAPTER – 11

THE MONTHLY  
REMUNERATION  
RECEIVED BY EACH OF  
ITS OFFICER AND ITS  
EMPLOYEES,  
INCLUDING THE  
SYSTEM OF  
COMPENSATION AS  
PROVIDED IN  
REGULATIONS

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY REMUNERTION (₹)
1.	80000 - 125000	CHAIRMAN	102500
2.	75000 - 90000	DY.CHAIRMAN	82500
3.	37400 - 67000	CHIEF VIGILANCE OFFICER	52200

#### GENERAL ADMINISTRATION

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY REMUNERTION (₹)
1.	51300 - 73000	Secretary	62150
2.	32900 - 58000	Sr. Personnel Officer	45450
3.	24900 - 50500	Personnel Officer, Dy. Secretary Sr. P.S. to Chairman	37700
4.	20600 - 46500	Personnel Officer Dy. Personnel Officer Welfare Officer Director (HRDC), Sr. Law Officer, Sr. Asst. Secretary, Hindi Officer Asst. Secretary Gr.I Law Officer Gr.I Asst. Personnel Officer, Gr.I P.S. to Chairman P.S. to Dy. Chairman Sr. Welfare Officer Asst. Director (HRDC)	33550
5.	16400 - 40500	Asst. Director (HRDC) (Cl.II) Asst. Secretary Asst. Law Officer, Sports Officer, P.A. to Dy. Chairman P.A. to Secretary	28450
6.	13600 - 32400	Office Superintendent, Legal Assistant, Steno "A"	23000
7.	12100 - 30800	Head Assistant, Steno "B", Sr. Telephone Operator Telephone Operator Sr. Hindi Translator	21450
8.	11000 - 29400	Sr. Assistant Head Typist Telephone Operator	20200
9.	10200 - 25700	Sr. Typist, Jr. Assistant, Steno "C" Typist/ Sr.	17950
10.	9400 - 22000	Clerk / Typist, Time Keeper	15700
11.	9000 - 21200	Jr. Clerk	15100
12.	8600 - 19900	Helper to Cook	14250
13.	8300 - 18600	Record Sorter, D.M.O.	13450
14.	8100 - 18200	Naik / Peon	13150
15.	7800 - 15800	Messenger, Khallasi (Sports)	11800





F.A. & C.A.O.

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY REMUNERTION (₹)
1.	51300 - 73000	F.A. & C.A.O.	62150
2.	32900 - 58000	Sr. Dy. C.A.O.	45450
3.	24900 - 50500	Dy. C.A.O.	37700
4.	20600 - 46500	Sr. Accounts Officer Accounts Officer Gr.I	33550
5.	16400 - 40500	Accounts Officer Stock Verifier P.A. to F.A. & C.A.O.	28450
6.	13600 - 32400	Superintendent Superintendent (Cash) Superintendent (A/cs) Cost Analyst Steno A	23000
7.	12100 - 30800	Accountant Head Asst. (Cash) Steno B	21450
8.	11000 - 29400	Asst. Accountant Sr. Asst. (Cash) Asst. Stock Verifier Head Typist	20200
9.	10200 - 25700	Jr. Asst. (A/cs) A.W.K.	17950
10.	9400 - 22000	Clerk (A/cs)	15700
11.	9000 - 21200	Jr. Clerk	15100
12.	8300 - 18600	Duftry	13450
13.	8100 - 18200 / 8300 - 18600	Peon	13150 / 13450

## TRAFFIC

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY REMUNERTION (₹)
1.	51300 –73000	Traffic Manager	62150
2.	36600 –62000	Addl. Traffic Manager(CHD)	49300
3.	24900 - 50500	Sr. Dy. Traffic Manager Admn. Officer (CHD) Secretary (CHD) Sr. Labour Officer (CHD) Personnel Officer (CHD)	37700
4.	20600 –46500	Dy. Traffic Manager Sr. Asst. Traffic Manager Asst. Traffic Manager Gr.I Asst. Traffic Manager Asst. Director (Research) Asst. Director (EDP) Dy. C.M.O. (CHD) Chief Accounts Officer(CHD) Medical Officer (CHD) Asst. Secretary (CHD) Labour Welfare Officer (CHD) Accounts Officer (CHD) Asst. Exe. Engineer(CHD) Labour Officer (CHD) Hindi Officer (CHD)	33550
5.	16400 –40500	Asst. Director (CHD) Labour Officer (CHD) Asst. Engineer (CHD) Accounts Officer (CHD)	28450
6.	13600 - 32400	Superintendent Steno „A Traffic Inspector (Rly) Traffic Inspector (Comm)	23000
7.	12100 - 31410	Goods Supervisor	21755
8.	12100 - 30800	Head Asst. Steno „B Quay Foreman Yard Master (Area control) Station Master	21450

9.	11000 - 29430	Sr. Asst. Sr. Asst. (Comml.) Sr. Asst. (Trains) Asst. Quay Foreman Head Typist Asst. Yard Master Asst. Station Master	20215
10.	10200 - 25700	Jr. Asst. Jr. Asst. (Trains) Jr. Asst. (Comml.) Steno „C Sr. Typist Yard Foreman Chief Shunting Master	17950
11.	9400 - 24460	Clerk Clerk (Comml.) Clerk (Trains) Shunting Jamedar	16930
12.	9400 - 22000	Tally Clerk STJM	15700
13.	9000 –22080	Jr. Clerk (Comml.)	15540
14.	9000 –21200	Marker	15100
15.	8600 –19900	Tindal Coupling Porter Gr.I	14250
16.	8300 - 18600	Record Sorter Duftry Coupling Porter Gr.II Hamal Sr.	13450
17.	8100 - 21730	Land Guard	14915
18.	8100 - 18200	Naik	13150
19.	7800 - 15800	Peon Messenger Railway Khallasi Hamal	11800
20.	13600 - 32400	P.S. Sr. Investigator	23000
21.	12100 - 30800	Sr. K.P.O. I.O. Supervisor	21450
22.	11000 –29400	I.O. Assistant Computer	20200

## CIVIL ENGINEERING

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY REMUNERTION( )
1.	51300 –73000	Chief Engineer	62150
2.	24900 –50500	Dy. Chief Engineer Superintending Engineer	37700
3.	20600 –46500	Exe. Engineer Asst. Exe. Engineer Estate Manager	33550
4.	16400 –40500	Asst. Engineer Asst. Estate Manager Asst. Secretary P.A. to C.E.	28450
5.	13600 –32400	J.E. Gr.III (Civil) J.E. Gr. III (Rly) J.A. Gr. III (Drg.) J.E. Gr.I (Civil) J.E. Gr.I (Drg. Off) Steno „A O. S.	23000
6.	12100 –30800	J.E. (Drg.) J.E. (Rly.) Head Asst. DIOS Steno „B Sr. Asst.	21450
7.	11000 –29400	PCH Gr.II (Sr.) F.C.H. J.E. (Civil) Sr. Asst. S.A. Gr.I Chargehand (Fitter) Head Typist	20200
8.	10200 –25700	Fitter Gr.I Carpenter Gr.I P.D. Gr.I	17950

		R.I., Jr. Asst. S.R. W/M Sr. Time Keeper, Steno „C Typist Sr.	
9.	9400 –22000	Fitter Gr.II Welder Gr.II Carpenter Gr.I P.D. Gr.II Mason Gr.II M/M Timekeeper Clerk S.A. Gr.II Issue Clerk	15700
10.	9000 –21200	Checker Jr. Clerk S. I.	15100
11.	8300 –18600	Gangman (Sr.) Fitter Gr.III Mate, Keyman Mason Gr.III M/Attendant D.M.O. Record Sorter Sunprinter	13450
12.	8100 –18200	Gangman Khallasi (Sh) Carpenter Gr.III Survey Khallasi Land Guard Duftry	13150
13.	7800 –15800	Peon	11800

## MECHANICAL & ELECTRICAL ENGINEERING

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY REMUNERTION(₹)
1.	51300 –73000	Chief Mechanical Engineer	62150
2.	32900 –58000	Dy.C.M.E., Sr. Marine Engineer	45450
3.	29100 –54500	Marine Engineer	41800
4.	24900 –50500	Supdt. Engineer Sr. Dy. Marine Engineer	37700
5.	20600 –46500	Executive Engineer Asst. Executive Engineer Dy. Marine Engineer AXE (Mech./Elect./Electronics & Comm.) A.M.M. Gr.I	33550
6.	16400 –40500	Asst. Engineer	28450
7.	13600 –32400	Fore Man Chief Draftsman Office Supdt. Jr. Engineer (FC)	23000
8.	12100 –30800	Asst. Foreman Head Asst	21450
9.	11000 –29400	Charge Hand Sr. Asst. Sr.B..G.L. Driver Tech Asst. Driver 1 <sup>st</sup> Class Operator Durga Operator Bheema B.D.O.	20200
10.	10200 –25700	Fitter Gr.I Welder Gr.I B/Smt. Gr.I Electrician Gr.I Wireman Gr.I L/Man Gr. I Revitter Gr.I Motor Mech., Gr.I Machinist Gr.I Jr. Asst. Mech. D.Man Sr. Typist Driver Gr.I & II Driver 2 <sup>nd</sup> Class	17950

		Steno „B, Sr. Time Keeper Cable Jointer Gr.I Driver Gr.I (Pumps) Operator(EC) Sign Writer Gr.I Carpenter Gr.I Driver (MV) Gr.I Instrument Mech. Gr.I / D.L.D	
11.	9400 –22000	Store Keeper, Clerk Typist Tracer Mach. Gr.II Fitter Gr.II Welder Gr.II, Black Smith Gr.II Moulder Gr.II T&C Gr.II Motor Mech. Gr.II, Electrician Gr.II, Jr. Driver Driver 3 <sup>rd</sup> Class (Diesel) Line Man Gr.II, Wire Man Gr. II Driver (EC), Pump Driver Gr.II Meter Reader Boat Repairer Gr.II Carpenter Gr.II Sawyer Gr.II, Tindel Caulker, Painter, Tindel, Driver (MV)	15700
12.	9000 –21200	Store Issuer Checker	15100
13.	8300 –18600	Record Sorter Lift Operator D.M.O. Fitter Gr.III Hammer Man Welder Gr.III Greaser Motor Mech. Gr.III Battery Man Wireman Gr.III Welder Gr.III Dolly Man Sawyer Gr.III Carpenter Gr.III Caulker Mate Electrician Gr.III	13450
14.	8100 –18200	Khallasi Gr.I & II Watchman (Sr.)	13150
15.	7800 –15800	Khallasi Peon Messenger	11800

## MARINE DEPARTMENT

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY REMUNERTION (‘)
1.	51300 –73000	Dy. Conservator	62150
2.	36600 –62000	Harbour Master	49300
3.	32900 –58000	Dredging Superintendent Dock Master	45450
4.	29100 –54500	Pilot Chief Hydrographic Surveyor	41800
5.	24900 –50500	Chief Officer (T&FC) Dredging Commander Dredger Chief Officer Gr.I	37700
6.	20600 –46500	Sr. Hydrographic Surveyor Senior Master (Cl.I) Dredger Chief Officer Gr.II F&ASO (Cl.I) Hydrographic Surveyor	33550
7.	16400 –40500	Sr. Master (Cl.II) F&ASO (Cl.II) P.A. to D.C.	28450
8.	13600 –32400	Marine Foreman Dredging Foreman Master (Inland) Tug Master Gr.I Office Supdt. Steno “A” Sr. Marine Surveyor Cartographer Marine Surveyor	23000
9.	12100 –30800	Head Asst. Sr. Draftsman Tube Operator Asst. Marine Foreman	21450
10	1100 - 29400	Gunner Signal Supdt. Signal Boson Head Typist Sr. Asst. Tug Master Gr.II Pipeline & Mooring overseer Junior Marine Surveyor	20200



11.	10200 –25700	Sr. Typist Typist Sr. Junior Signal Man (Sr) Junior Signal Boson Sr. Signal Man Sr. Time Keeper Jr.Asst. Steno „C Sub Officer Sr. Driver-cum-pump operator Pipe Line Overseer Serang Gr.I Sr. Serang Gr.II Fitter (HS) Carpenter Gr.I Operator (FS)	17950
12.	9400 –22000	Clerk Time Keeper Store Keeper Seacunny Deep Sea Tindel Serang Gr.II Leading Fire Man Driver-cum-pump operator Typist Head Meter Reader Sr. Meter Reader Fitter Carpenter Gr.II Boat Repairer-cum-carpenter	15700
13.	9000 –21200	Checker Store Issuer	15100
14.	8600 –19900	Winchman Tindel	14250
15.	8300 –18600	Boat Repairer Caulker Cassab Lascar-1 (SR) Record Sorter Duplicating Machine Operator Tarpaulin Repairer Meter Reader Fitter (BTM) Fireman Leadsman	13450
16.	8100 –18200	Topaz Table Attendant Lascar- II. 1&(D) Duftry Naik Messenger Sr.	13150
17.	7800 –15800	Messenger Peon	11800

## MEDICAL DEPARTMENT

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY REMUNERTION(°)
1.	51300 –73000	Chief Medical Officer	
2.	32900 –58000	Sr. Dy.C.M.O.	
3.	24900 –50500	Dy.C.M.O.(Specialist) / Dy.C.M.O. (GD)	
4.	20600 –46500	S.M.O. (SPECIALIST) / S.M.O. (G.D.) / M.O.s	
5.	16400 –40500	MATRON /Personnel Asst.	
6.	13600 –32400	Office Superintendent	
7.	12100 –30800	Head Asst. Pharmacist .Gr.I, Chief Health Inspector Sanitary & Malaria Inspector Gr.I Sister-In-Charge	
8.	11000 –29400	Sr. Asst., Pharmacist .Gr.II Pharmacist .Gr.III (Sr.), Head Typist RG-Cum-DRA, Sr. Lab. Asst., Sanitary & Malaria Inspector Gr.II Dietician Physiotherapist, Sr. Staff Nurse Staff Nurse (Sr.), Sr. Asst. (MSW)	
9.	10200 –25700	Jr. Asst.Theatre A, sst. Sr.Typist Pharmacist .Gr.III, Asst. Health Inspector Staff Nurse, Lab Tech., Steno „C	
10.	9400 –22000	Clerk, Time Keeper, Sr. Dresser ,Typist	
11.	9000 –21200	Jr. Clerk Store Issuer	
12.	8300 –18600	Dresser, First Aider, Ward Boy D.M.O., Sr. Sanitary Jamedar, Ayah (Sr.)	
13.	8100 –18200	Sweeper (Sr.) , Sanitary Jamedar A.M.J., Naik, Duftry, S&S Kh. (Sr.)	
14.	7800 –15800	Peon, Ayah, Store Khallasi S&S Khallasi,, A.M. Khallasi,, Sweeper	

# CHAPTER-12

## THE BUDGET ALLOCATED TO EACH AGENCY

VISAKHAPATNAM PORT TRUST

Sr. No.	Name of the Scheme / Head	Activity	Starting Date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned	Amount released / disbursed ( No. of instalments)	Actual Expenditure for the last year	Responsible officer for the quality and the execution of the work
1	Development of an Addl. Link road from Port Junction to Industial by- pass road. NHAI under joint venture	Development	17.6.2002	31.12.2005	95.28 Crores	95.28 Crores	0.15 Crores	--	Chief Engineer
2	Deepening the port water ways: - Deepening and widen-ing of entrace channel and turning circle to cater to 11 mts. Draft vessels	Deepening	30.7.2005	31.5.2006	30.00 Crores	28.70 Crores	14.00 Crores	--	Chief Engineer
3.	Implementation of Environment measures	Improvement of Environ-Ment	5.7.1998	31.5.2007	13.66 Crores	13.66 Crores	0.10 Crores	0.02 Crores	Chief Engineer

Sr. No.	Name of the Scheme / Head	Activity	Starting Date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned	Amount released / disbursed (No. of instalments)	Actual Expenditure for the last year	Responsible officer for the quality and the execution of the work
4.	Construction of multipurpose berth WQ.6 in the extended northern arm of inner harbour on account Captive user	Construction of Berth	--	--	45.00 Crores	On a/c.of Captive User	Captive	--	Chief Engineer
5.	Strengthening of EQ.5 & EQ.6 berths to cater (-) 12.5 mts.draft vessels through soil stabilization	Re-construction	Due date of tenders 8.11.2005		4.85 Crores	4.85 Crores	1.00 Crores	--	Chief Engineer

Sr. No.	Name of the Scheme / Head	Activity	Starting Date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned	Amount released / disbursed (No. of instalments)	Actual Expenditure for the last year	Responsible officer for the quality and the execution of the work
6.	Improvement and development of port railways <u>Sub-Scheme:-</u> Proposed strengthening and new formation of road from AOB Jn. Upto road Tirupathiraju Environment Park along S-6 conveyor.	Development of roads	4.2.2005	31.10.2005	1.86 Crores	1.86 Crores	0.75 Crores	--	Chief Engineer
7.	Improvement of Port Railways	Improvement of Port railways	--	31.3.2007	30.00 Crores	5.61 Crores	0.74 Crores	0.37 Crores	Chief Engineer

8.	Phase-II deepening of entrance channel of inner harbour and turning circle to facilitate (-) 12.5 mtrs. Draft vessels at inner harbour	Deepening	July,2006	July,2007	50.00 Crores	--	0.10 Crores	--	Chief Engineer
9.	Modernisation of OHC. <u>Sub-Scheme:-</u> a. Procurement of 2700 TPH Stacker b. 11 kv circuit brakes	Moderniation	Global tenders under scrutiny	--	11.04 crores	11.04 crores	--	--	Chief Mechanical Engineer
		.do.	Tenders opened 6.9.05 are under scrutiny	--	1.25 crores	1.25 crores	0.88 crores	--	Chief Mechanical Engineer
10.	Procurement of launches and barges a. Procurement of steel pilot launches b. Procurement of steel mooring launch	Development	Tenders due on 22.10.05	--	1.05 crores	1.05 crores	-	--	Chief Mechanical Engineer
		Development	4.3.2005	3.12.2005	0.40 crores	0.24 crores	0.25 Crores	--	Chief Mechanical Engineer

CAPITAL NON-PLAN	:	RS.7.19	CRORES ( BUDGET ESTIMATES 2005-06)
TOTAL INCOME	:	RS. 510.15	CRORES ( BUDGET ESTIMATES 2005-06)
TOTAL EXPENDITURE	:	RS. 443.13	CRORES ( BUDGET ESTIMATES 2005-06)

# CHAPTER-13

## PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY IT

SL.NO	BENEFICIARY NAME	AMOUNT OF CONCESSION	CRITERIA OF SELECTION
1	Coastal vessels calling at the port	1. 40% discount in vessel related charges  2. 40% on wharfage and handling charges except in case of Iron Ore and pellets, POL, Thermal Coal	Certificate issued by the D.G.(Shipping) for coastal voyage.



# CHAPTER-14

## NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

SL.NO	DESCRIPTION	NORM
1	Putting of sailing / shifting flag	With in 1 ½ hrs. from the time of completion of operations
2	Issue of provisional out-turn	With in 2 days from the completion of operation
3	Final bill of vessel related charges	5 working days from the date of sailing
4	Bills for equipment charges	5 working days from the date of rendering service
5	Clearance of demurrage charges	5 working days of delivery / shipment of cargo
6	Bills for storage charges	5 working days after receipt of particulars
7	To collect freight issue of Railway Receipts	One the day following the day of completion of loading
8	Effect booking delivery for all the original Railway Receipts	10 <sup>th</sup> of the following month
9	Dispatch the demurrage bills to the concerned party	3 working days after completion of loading/unloading of wagons
10	Generation, Processing and submission of VPT railway bills to the trade	4 working days
11	Issue of stevedoring license	45 days
12	Renewal of Stevedoring license	30 days
13	Issue of other licenses	25 working days
14	Issue of entry passes for Men, Material and vehicles	3 days
15	Rendering bills to the parties received from Revenue Earning section after adjustment	3 working days
16	Issue of licenses for open/covered/sheds/rooms against adjusted bills received from RE section	4 days
17	Submission of budget estimates and revised estimates to the Ministry	End October
18	Submission of Administration Report and annual accounts to the Ministry	10 <sup>th</sup> November
19	Publication of advertisements	7 days from proposal date
20	Amendment / Framing of VPE regulations <ul style="list-style-type: none"> <li>- Sending proposal to Government after completion of port procedures</li> <li>- Intimation to trustees/concerned departments after receipt of approval from Government.</li> </ul>	13 days 3 days
21	Scrutiny of HBA / MCA / PCA etc.	3 days
22	Settlement of Bills received from the suppliers	30 days

# CHAPTER-15

## INFORMATION AVAILABLE IN AN ELECTRONIC FORM

THE WEBSITE OF THE PORT ON THE  
INTERNET CAN BE ACCESSED AT THE  
FOLLOWING URL.

[www.vizagport.com](http://www.vizagport.com)

# CHAPTER-16

**P**ARTICULARS OF  
THE FACILITIES  
AVAILABLE TO  
THE CITIZENS FOR  
OBTAINING THE  
INFORMATION

#### OFFICE LIBRARY: \_

A Central library with books on the subjects like Management, Economics, Statistics, Computer Science, Commerce, Shipping and Transport Economics etc., and Maritime journals and other journals/Magazines relevant to the port working is located in the premises of Administrative office building of the port.

#### DRAMA AND SHOWS:

A cultural association SAGARI of the port organizes annual playlets and participates in the Major Ports Cultural festivals. The port is organizing street plays at different locations of the port for awareness of Quality System, Environmental Management System, Occupational Health and Safety Management System and Port Security System.

#### THROUGH NEWS PAPER EXHIBITION:

The port organizes press meets and disseminates information regarding the performance and activities carried out and the obligations fulfilled as a corporate citizen periodically.

The port participates in the exhibitions conducted at different places in the country creating awareness among the public besides advertising its activities.

#### NOTICE BOARD:

Notice Boards are available at all the locations of the port for dissemination and display of information for public and the employees.

#### INSPECTION OF RECORDS IN THE OFFICE

On request to the concerned head of the department which can be considered on a case to case basis.

#### SYSTEM OF ISSUING OF COPIES OF THE DOCUMENTS

On request to the concerned head of the department which can be considered on a case to case basis.

#### PRINTED MANUAL AVAILABLE:

Copies of Administration report, Sagarika, Capital Budget, Schedule of employees, Port View Etc. can be obtained on written request to the controlling authority which can be decided on a case to case basis.

#### WEBSITE OF THE PUBLIC AUTHORITY

[www.vizagport.com](http://www.vizagport.com)

#### OTHER MEANS OF ADVERTISING

Advertising the facilities and activities of the port in different souvenirs, brochures and the quarterly news journal INDIAN PORTS of Indian Ports Association. Press meet covered in Electronic media.