

RIGHT TO INFORMATION **ACT, 2005**

Rule (iii) : The procedure followed in the decision making process **channels of supervision and accountability**

ADMINISTRATION DEPARTMENT

PROCEDURE FOR ISSUING STEVEDORING LICENCE (FRESH) AND ITS RENEWAL

The Stevedoring licence is issued to a Person or Company for Stevedoring work subject to the provisions contained in the MPT Act 1963 and the Cochin Port (Issue of Stevedoring Licence) Regulations, 1987.

The application for fresh/ renewal of the licence is to be submitted to the Traffic Manager, Cochin Port Trust, in Form 'A' (Format given in the above Regulations) along with the Chellan Receipt for remittance of the required fees and EMD with the Financial Adviser & Chief Accounts Officer, Cochin Port Trust and the Bank Guarantee.

The details regarding the period of licence, fees, earnest money deposit etc.

Period of Licence	Licence Fee	Earnest Money Deposit (EMD) (refundable)	Bank Guarantee required to meet any contingency
2 years	Rs.4,500/-	Rs.5,000/-	Rs.2,00,000/-

The Bank Guarantee for Rs.2,00,000/- is to be executed in the format given in the above Regulations.

The licence shall be issued in Form 'B'.

The application for renewal of the licence should be submitted one month before the expiry date of the licence in possession. Late submission is allowed with a late fee of Rs.50/- before the actual date of expiry of the licence in possession.

In the event of loss or defacing of original licence duplicate may be obtained on payment of Rs.100/-.

Procedure for granting permission to take photographs or shooting films within the Port Area

The application for grant of permission for taking photographs or shooting films may be submitted to the Secretary, Cochin Port Trust, after remitting the prescribed fees with the Financial Adviser & Chief Accounts Officer, Cochin Port Trust as detailed below :-

CHARGES FOR TAKING PHOTOGRAPHS OR SHOOTING FILMS

Particulars	Rate per day or part thereof per party
a. For shooting films, taking photographs or scenes by film making companies etc.	Rs.8,000/-
b. For taking photographs of the goods imported or exported or of handling of the consignments etc.	Rs.250/-
Particulars	Rate per day or part thereof per party
c. For taking photographs of the parties or of the crew on board ships in the docks, oil tanker berth etc., and in cases not covered by item (a) and (b) above	Rs.60/-

The permission will be granted by the Secretary, Cochin Port Trust, subject to the following conditions

1. Conditions of security wherever they apply shall be strictly observed.
2. Photographs or Films may be taken only in respect of :
 - (i) North End Park and Malabar Hotel area and the Public roads and back waters within the Port Area subject to the condition that the pictures do not enable the Port installations to be identified in relation to their position in the limits of the Port or Port approaches.
 - (ii) The work of loading and unloading of cargo or the cargo landed or ready for shipment subject to the conditions that the photographs or films are confined to the vessels, slings and portion of sheds or the space in front of the Wharf where the packages are kept and they do not exhibit the Port installations with regard to their positions in the Wharf.
3. No legal liabilities shall accrue to the Trust on account of grant of this permit as a result of the Port's inconvenience or loss, damage, incident or accident sustained

by the party. The party shall indemnify the Port against all loss or damage or injury to life arising directly or indirectly on account of shooting films/ taking photographs.

4. The prescribed charge shall be paid in advance and no refund of such payments shall be allowed even if there is curtailment of the programme.
5. The photographs should be taken in the presence of the Port's Security officer or his representative who may be contacted in the matter and the negatives of the photographs should be submitted to the Security Officer for scrutiny before further action.
6. It is to be positively ensured that no garbage/ litter remain in the area after the shooting of the film.
7. The crew / personnel are prohibited from entering the office buildings.

PROCEDURE FOR ISSUING LICENCE FOR CHINA FISHING NET

The licence for China Fishing Net is issued subject to the provisions contained in the Cochin Port Trust (Licencing of China Fishing Nets) Regulations, 1976.

The application for licence is to be submitted to the Dy. Conservator, Cochin Port Trust, in Form 'A' (Format given in the above Regulation) after remitting the required fees with the Financial Adviser & Chief Accounts Officer, Cochin Port Trust. The details regarding the licence fees is given below :-

Fees for licensing of the China Fishing Net

Sl.No.	Description	Unit	Rate
1.	China Fishing Net	Rate per unit	Rs.144/- p.a
2.	Inspection fees	For each fishing net from each applicant	Rs.24/-

The Licence is issued by the Dy. Conservator of the Port Trust with the approval of the Chairman The licence is to be renewed annually.

A penalty of Rs.22/- for every month or part thereof will be imposed for late payment of licence renewal fee.

PROCEDURE FOR LICENCING OF JETTIES, PIERS, SLIPWAYS AND BOATPEN

The licence for Jetties, Piers, Slipways and Boatpen are issued as per the provisions contained in Cochin Port Trust (Licencing of Jetties, Piers, Slipways and Boatpen) Regulations, 1968.

The application for licence is to be made to the Dy. Conservator of the Cochin Port Trust stating the following :-

- i The Owners name and address.
- ii Situation, Surveys No. and other description.
- iii Any other relevant information.

The licence fees (details given below) is payable in advance to the Financial Adviser & Chief Accounts Officer, Cochin Port Trust and the receipt for the same is to be produced along with the application for licence.

Sl.No.	Description	Unit	Rate (Rs.)
1.	Jetties & Piers	Rate per unit per annum	515.00
2.	Slipways	- do -	453.00
3.	Boatpen	- do -	215.00
4.	Inspection fees	Each Jetty/ Slipway from each applicant	250.00

The rate is effective from 01.07.1996 and there will be an annual enhancement of 5 % rates.

Late fee of Rs.20/- per jetty, pier, slipways, boatpen etc per month or part thereof shall be levied for late payment of renewal fee from the date of expiration of the validity period of the previous licence.

CENTRAL ACCOUNTS DEPARTMENT

- An item warranting a decision is first received by a LDC or UDC or Accountant of a section dealing in the subject, who will offer his observations citing the relevant rules in dealing such items.
- Observations made by LDC/UDC/Accountant will be scrutinized by the Senior Accountant and wherever there is any deviation from the rules, such points will be brought forth by the Senior Accountant.
- Deputy Chief Accountant will offer his remarks on the subjects and suggest the decision to be taken on the subject.
- Dy. Chief Accountant (I) or (II), as the case may be, will recommend the decision proposed by the Dy. C.A. or if the recommendation is inconsistent, then suggest the correct decision to be taken.
- Dy. Financial Adviser of the relevant stream will consider the suggestions of his juniors and then recommend a final decision for the approval of F.A. & C.A. O.
- F.A. & C.A.O. will take a decision on the subject considering all relevant rules and facts submitted and known to him.

CIVIL ENGINEERING DEPARTMENT

1. Preparation of proposals and processing for sanction of capital works:

General

1.1 Preparation and Processing of proposals for the construction of structures and other facilities before taking up its actual execution involve the following activities:

- a) Administrative approval
- b) Expenditure sanction
- c) Technical sanction

Administrative Approval

1.2 On obtaining a requisition from the user department for the creation of facilities, a preliminary drawing and estimate will be prepared and in-principle approval of Dy.Chairman/Chairman will be sought for taking up the proposal. The in-principle approval of the Dy.Chairman/Chairman may be sought and obtained in writing or verbally. Preparation of the detailed proposal need be taken up only after the in-principle approval is obtained.

Expenditure Sanction

1.3 After obtaining the in-principle approval, action shall be initiated for preparing the detailed proposal and processing for expenditure sanction. This is accomplished through various process as detailed below:-

- a) Collection of data.
- b) Conducting studies and investigation.
- c) Preparation of Layouts and General Arrangement Drawings.(GAD)
- d) Preparation of Abstract Cost Estimate.
- e) Obtaining statutory clearances.
- f) Preparation of proposal and processing for sanction.

The estimates for sanction upto the financial powers of Dy.Chairman / Chairman shall be submitted through F.A.& C.A.O for his scrutiny and concurrence.

1.4 Estimate for major project work beyond the financial powers of Chairman:

Feasibility reports are prepared for the appraisal of the scheme for issuing the expenditure sanction, which is prepared either by the department directly or

through outside agencies. The contents of the feasibility report should cover all the aspects required for the appraisal of the project. After preparing the feasibility report procedures for processing the proposal for expenditure sanction is detailed below:-

i) Projects with the financial competency of the Port Trust Board:- As per the instructions of the Govt. the investment proposal has to be considered and recommended by a Standing Committee for the approval of the Port Trust Board. The Standing Committee headed by the Chairman with the FA & CAO, concerned Chief Engineer and Head of the project as member shall be set up by the Port Trust Board. After preparing the feasibility report, a note to Standing Committee shall be prepared and circulated among the members of the Standing Committee by the Chief Engineer. Based on the report and note circulate by the Chief Engineer, the Standing Committee would meet and evaluate the proposal. After the approval and recommendations of the Standing Committee the proposal would be submitted to the Port Trust Board for consideration and approval for which a draft Board note shall be prepared and submitted to the Chairman by the CE. As soon as the investment decision is taken by the Port Trust Board the particulars of the project should be reported to the Ministry for information and record.

ii) Projects beyond the financial powers of Port Trust Board:- After the feasibility report is prepared it is circulated among the concerned departments of the Port for concurrence. The report shall be submitted to the FA & CAO for his concurrence. After concurrence the proposal shall be submitted to the Chairman for perusal along with the draft Board Note. On approval of the proposal by the Port Trust Board, draft note to the Expenditure Finance Committee (EFC) / Public Investment Board (PIB) as applicable is prepared as per the Government Guidelines issued from time to time, by the CE's office. The draft note to the EFC / PIB along with a draft letter to be addressed to the Ministry by the Chairman for forwarding the proposal and other documents shall be submitted to the Chairman by the CE for approval and issue. The draft reply to the clarifications and additional details sought by the Ministry subsequently on the proposal are furnished by the Chief Engineer for approval and issue by the Chairman.

1.5 Technical Sanction

On obtaining the expenditure sanction to the work, the estimate shall be technically sanctioned by the competent authority. The technical sanction is issued for the detailed items of works in the estimate in the case of works of smaller magnitude and for items under major heads in the case of major project works. Each technical sanction is registered in the Chief Engineer's office in the Circle register maintained for Capital Works. The sanctioned estimates of capital works are indicated by (C). Copies of the sanctioned estimates are forwarded to the concerned Division / FA & CAO / CACP and other connected departments.

2. Preparation and sanction of estimate for revenue works and deposit works:

2.1. Estimate for ordinary repair works:

No separate expenditure sanction is required for the ordinary repair works (Maintenance Work). The approval to the annual budget is reckoned as the authorization for incurring the expenditure included in the budget. The repair budget estimates are prepared under two heads (a) Works executed directly by the department and (b) Works executed through contract.

For the works executed directly by the department, separate provisions will be made in the annual budget towards cost of labour and cost of material. It may not be possible to correctly assess the material requirement for each year. Therefore the provision will be projected based on the expenditure incurred on the previous years towards the cost of materials, suitably adjusted to the general prevailing market price. Ordinary repair works which are to be executed on contract shall be identified and listed out and the total amount required for all these works together shall be projected against the term of works executed through contract. The amount abstracted against this head also includes the amount required for executing the special repairs although break-up of fund requirements for individual item shall be projected separately in the budget.

Normally separate provision are not provided in the annual budget individually for each structure. The structures shall be grouped into various categories like residential buildings, non- residential rentable buildings, offices and other non-rentable buildings etc. For important structures with separate cost centres, separate budget provision shall be made.

2.2 Estimate for special repair / new minor works:

Estimate for special repairs and maintenance / new minor works are prepared by the concerned maintenance sub-divisions. The estimate prepared by the Sub divisions are scrutinized by the Divisional office and submitted to CE for processing for sanction. The estimate which are within the financial competency of CE would be sanctioned by him and beyond the powers of CE will be submitted to the Dy.Chairman / Chairman for the expenditure sanction through FA & CAO for concurrence.

2.3 Estimate for Deposit work:

Estimate for Deposit work shall be prepared on similar lines for capital works. Before taking up the preparation of drawings and estimates initial centage charge should be obtained from the organization. Sanction to the estimate for the deposit works shall be accorded by the authority as per the delegation of power.

2.4 Technical Sanction to Estimate:

Technical sanction to the sanctioned estimate for special repairs / new minor works and deposit work shall be accorded by the competent authority as per the delegation of powers. The procedure for preparing the estimate for according technical sanction is that similar to the capital works. The technical sanction is registered in the register maintained for Revenue Works / Deposit Work in the CE's office and the sanctioned estimate is indicated by the letters 'R' and 'M' respectively.

2.5 Working Estimate:

Working estimates are prepared and approved by competent authority before tendering the work. These are detailed estimates covering the broad specifications, quantities and cost of the individual items which are to be executed for the completion of the principal work. The working estimate shall be prepared after finalizing the detailed drawings, specifications and other details of the important component items of work. These detailing should be done to such an extent that the variation during actual execution should not have any appreciable adverse implications on the completion cost. The working estimate shall be prepared and got approved by the CE before inviting tender for commencement of work for which technical sanction was accorded by CE on major head basis.

For ordinary repair works which are proposed to be executed on contract, working estimates shall be prepared and approved by competent authority.

The financial powers for approving such working estimate are similar to the financial powers for according technical sanction.

MARINE DEPARTMENT

The Marine Department of the port is responsible for all the marine activities of the port to ensure safe and efficient waterside operations.

- **Shipping:** Based on the requests of the agents at the berthing meeting, finalising the shipping programme having due regard for the tidal conditions, size of ship, nature of cargo, depth available etc. Allocate Pilot and support crafts such as tugs, mooring boats, Pilot boats etc. Operation and maintenance of all the tugs, mooring boats and Pilot boats. Operation and maintenance of all navigational marks and other aids to navigation. The Deputy Conservator is also the officer appointed as the reporting officer and for enquiry into a shipping casualty within Cochin Port limits under Sections 358(2) and 359(1) of the Merchant Shipping Act 1958.
- **Dredging:** In order to facilitate berthing of ships ensuring the maintenance of depths both in the channel and also alongside berths. Close monitoring of the maintenance dredging to ensure adequate depths as well as operation and maintenance of the Grab Hopper Dredger Nehru Shatabdi and also other craft of the port.
- **Tanker Terminals:** Operations and maintenance of the three tanker berths which together handle over 10 MMTA (Million Metric Tonnes per Annum) or approximately over 75% of the cargo handled by Cochin port. Ensuring the ready availability of fire fighting equipment at the berths and the proper operations of the Unloading arms, mooring hooks and other equipment at Cochin Oil Terminal. Inspection of the ships berthed at these berths to ensure compliance with international safe operating procedures and pollution prevention measures.
- **Fire & Safety:** The fire department of the Cochin Port Trust under the Chief Fire Officer (C.F.O.) is responsible for the proper working of the Port's fire fighting apparatus, equipment and organisation, ashore in the port area of Willingdon Island and afloat in the Harbour Area. The department also carries out regular inspections of the facilities within the port areas to ensure compliance with fire and safety regulations. Regulating the handling of Dangerous / Hazardous cargoes within the port as per the I.M.D.G. (International Maritime Dangerous Goods) Code as well as Cochin Port Regulations is also done by the Fire Force.
- **Marine Pollution:** is also under the control of this department including the development of the Cochin Port Oil Spill Contingency Plan and operation and maintenance of the Oil spill equipment held with the port. Ensuring that regular drills and exercises are carried out as required by the plan. The Deputy Conservator is the officer appointed as surveyor with respect to prevention of Oil Pollution as per Merchant Shipping Act Section 356 G (S.O. no 3627 dated 02/10/86)

- **Port Security:** The Deputy Conservator is also the Port Facility Security Officer under the International Ship and Port Facility Security (I.S.P.S.) Code which came into force following the increased threat of terrorist attacks whereby all ships over 500 GT engaged on International voyages and all the ports that receive such ships have to comply with the international security code developed by the International Maritime Organisation (I.M.O.) the maritime arm of the United Nations.
- **Hydrography:** Ensuring regular soundings of the sea bottom are taken to monitor any changes as well as progress of the maintenance dredging of the port. Also to ensure correct positioning of the navigational marks etc. Deputy Conservator is the office appointed to carry out the duties of Receiver of Wrecks under Section 391 (1) of the Merchant Shipping Act 1958.
- **Licensing of Harbour Craft, Jetties, Slipways, Fishing nets etc.:** All Harbour Craft operating within Cochin Port waters are inspected by this department to ensure compliance with the Cochin Port Harbour Craft rules. The licensing and registration is done by this department. Deputy Conservator is the registering officer under Section 6 (1) of the Indian Ports Act. Further, all Jetties, slipways, fishing nets to be constructed within the port area are inspected by this department to ensure that they are clear from a navigational point of view and do not cause an obstruction to the flow of water.
- **Conservancy of the ports areas:** Regular patrols and surveys to monitor the ports waterfront areas and to note any changes therein.

MECHANICAL ENGINEERING DEPARTMENT

Procurement /Works

Based on proposals submitted by Divisional Officers within the powers of CME.

- Ensure budget provision
- Prepare estimates
- Submit proposal with Certificate of provision of fund
- Approve the proposal
- Issue sanction order
- Process procurement by inviting open tenders/Limited tenders as the case may be.
- Issue work orders

Execution of Work

- Issue work orders by CME/Divisional Officers
- Copy of work order forwarded to Divisional Officer
- Assign the work to the subordinate AEE/AE by the Divi. Officer
- Supervision by the concerned AEE/AE
- Prepare measurement book according to progress of work and report to the Divisional Officer
- Arrange payment as per work order
- Issue work completion certificate by Dy.CE (Ele)

Procurement of Capital Equipments/Floating Crafts etc.

Within the powers of the Board & Beyond

Observe the formalities as per govt. directive from the Govt. for getting sanction from the Port Trust Board. (Detailed procedure being followed has been detailed in Departmental Quality Manuel as per ISOP 9001:2000)

Dry Docking of Vessels at Port's dry dock

- Prepare Annual lay up of Ports vessels at Ports Dry dock.
- Receive request for docking private vessels at Ports dry dock
- Allocate dry dock on first cum first serve basis with the approval of CME

Power Supply connection (HT/LT) to private Consumers in Willingdon Island

- Submit request together with the application in the prescribed format for connection to the Dy.Chief Engineer (Ele)
- Give approval after ascertaining the feasibility to give connection
- Obtain approval for Central Electricity Authority in case of HT connection by the port
- Request the party to remit the charges for connection
- Permit the party to provide the required Electrical installations for the supply
- Inspect the Electrical installations by the Ports Engineers to verify compliance as per IS.
- Submit report after inspection.
- In case HT connection, Obtain permission from Central Electricity authority to energize the line.
- For HT connection request the party to remit Security Deposit.
- Connect energy meter to the consumer
- Give power supply connection.
- Necessary entries made in the respective register regarding the allocation.

SUPERVISION & ACCOUNTABILITY

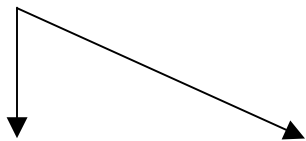
Execution of Work

CHIEF MECHANICAL ENGINEER



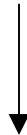
DIVISIONAL OFFICER

Payment



Asst.Exe.Engr/Asst. Engr

Sr.DCA



Supporting staff

Sr.Accountant/DCA

MEDICAL DEPARTMENT

Proceedings for the preparation of Annual Quotation in the Cochin Port Trust Hospital, Store Section.

Work on preparing the Annual Quotation starts during the month of October. First, a list of required items are prepared. Enquiries are sent to various sections for submitting any new items required for the coming year. These requests are submitted to the Tender Committee which consists of 4 Senior Doctors headed by the Chief Medical Officer. After getting the approval of the Technical Committee, these lists are sorted and added to the previous list of the items prepared.

Quantity required for each item is prepared on the basis of a formula i.e. Expenditure during the current year + 20% minus present stock. The final list of the items with quantity is prepared and submitted to the Chief Medical Officer for approval. With the consent of the Chief Medical Officer, a quotation notice is prepared inviting quotations from various Firms. The quotation notice contains the terms and conditions of the Port Trust Hospital for accepting the quotation and the last date for receiving the quotation. The quotation is also published in the Port website.

Quotations received within the due date from registered firms and other firms quoted through website are processed and a comparative statement marking the lowest quoted brand for each item is marked and put up for recommendation of Resident Medical Officer and consent of the Tender Committee members. After the approval of Chief Medical Officer, the estimated amount is calculated and put up for sanction of the Tender Committee and if approved to the Chairman, Cochin Port Trust, for final approval.

TRAFFIC DEPARTMENT

In case of matters related to cargo operation a matter requiring a decision is first received by the W.Suptd. (General) or control room WS/ ATM (CFS). The decision, which can be taken at his level is taken by him and will be communicated to staff down below for implementing the same. A matter or a proposal which is not in his powers will be forwarded/marked to DTM(E&O). If a decision can be taken at his level the same will be taken by him and will be communicated to the officer down below for implementation. A matter or a proposal which is not in the powers of DTM (E&O) will be forwarded/marked to Addl.TM. If a decision can be taken at his level the same will be taken by him and will be communicated down below for implementation. A matter or a proposal, which is not in the powers of Addl.TM will be forwarded/marked to TM and a decision will be taken by him according to his powers.

In case of proposals/matters which are directly addressed to TM will be dealt with the LDC/UDC/Acct/Sr,Acct. who are dealing with that particular issue and offer his comments. The observations of LDC,/UDC./Acctt. Sr.Acctt will be scrutinized by the Manager and wherever there are any deviation from the rule such points will be brought to the Manager. Sr.Dy.Chief Accountant-II will offer his remarks on the subject and suggest the decision to be taken on the subject. Addl.T.M will consider the suggestion of his juniors and then recommend a final decision for the approval of Traffic Manager. Traffic Manager will take a decision on the subject considering all relevant rules and facts submitted and known to him.