

## RIGHT TO INFORMATION ACT 2005

### Rule (iv) : Norms set for discharge of functions

#### ADMINISTRATION DEPARTMENT

1. The **Recruitment Rules for direct recruitment** are periodically amended according to the change in the nature of job performed. The amendment is through submitting the proposal before the Board. The RR of officers are subsequently sent for obtaining Government approval.
2. The **Recruitment Rules for promotion** are also amended accordingly but discussions are held with the trade unions prior to formulation.
3. The **interest bearing advances** like Computer, House Building and Vehicle are disbursed according to the seniority from among the applicants out of the amount provided in the budget.
4. **Training need analysis** is done by annually and training plans are drawn according to the findings in the analysis.
5. **Board Meetings** are held at least once in three months. The Special Meetings are also held when urgent matters are to be discussed.

## **CENTRAL ACCOUNTS DEPARTMENT**

1. Preparation of bills for revenue collection in Traffic Revenue, Engineering Revenue, Wharf Revenue Sections and Central Documentation Centre:-
  - a. Vessel related charges - One hour
  - b. Cargo related charges - One day
  - c. Electricity & Water charges - Fifteen days
  - d. Adjustment of bills against Balance in Deposit Accounts - One day
  - e. Processing refund claims - Ten Days
2. Disbursement and receipt of cash are made within ten minutes from the receipt of relevant voucher or challans from the concerned sections/users.
3. In respect of settlement of contractors' bills at different sections of CAD, three working days are taken for clearing a running bill and a maximum of seven working days are taken to clear a final bill.
4. Preparation of Annual Budget, Annual Accounts and Action Taken Report on the observations of Audit in the Annual Accounts of the Port is completed as per the time schedule given by the Ministry/MPT Act.
5. Tariff rates of the Port are revised once in every three years as stipulated by the Tariff Authority of Major Ports. Basis for revision of tariff is the cost on rendering services plus a reasonable rate of return prescribed by TAMP (at present 15% on capital employed)

## **CIVIL ENGINEERING DEPARTMENT**

1. Schedule of Rates
2. Scale of Rates
3. Relevant BIS Codes
4. Relevant IRC Codes
5. M.O.S.T. Specifications, National Building Code

## MECHANICAL ENGINEERING DEPARTMENT

### The norms set by it for the discharge of its functions.

Availability and Utilisation norms for the equipments being used

Availability – 90%  
Utilisation - 60%

Life Norms of Infrastructure facilities

Electric Wharf Cranes	-	20 years
Quay Gantry Cranes	-	20 years
: Transfer Cranes	-	20 years
Grab Cranes	-	20 years
Mobile Cranes	-	20 years
Floating Cranes	-	25 years
Fork Lift Trucks	-	8 years
Top Lift Trucks	-	8 years
Reach Stacker	-	8 years
Tractor	-	10 years
Trailors	-	10 years
Road Roller	-	12 years
Weigh Bridge	-	10 years
Dredgers	-	20 years
Tugs	=	20 years
Launches (all types)	-	20 years
Barges	-	20 years
Buoy laying vessels	-	20 years
Cars/Vans/Jeeps	-	6 years
Trucks/Lorries/	-	8 years
Transformers	-	20 years
Switch gears	-	20 years
Lift	-	20 years
Marine Unloading Arms-		20 years
Oil pipe lines	-	15 years
Machine tools	-	20 years

## **TRAFFIC DEPARTMENT**

Norms for discharge of functions are laid down in the Departmental Quality Manual and also in the Traffic Manual.