

RIGHT TO INFORMATION ACT, 2005

(v) The Rules, regulations, manuals and records for discharging functions.

CENTRAL ACCOUNTS DEPARTMENT

Documents under the control of the CAD for facilitating the officers and employees of the Department to discharge their functions are:

- Major Port Trusts Act 1963
- Accounts Manual
- ISO Manuals – Apex and Departmental
- Scale of Rates
- Delegation of Powers
- Guidelines from Ministry/ TAMP issued from time to time
- Office orders issued from time to time

MARINE DEPARTMENT

- Indian Ports Act 1908
- Merchant Shipping Act 1958
- Major Port Trust Act 1963
- Scale of rates
- Environment Protection Act
- Petroleum Act
- Oil Industries Safety Directorate (OISD) Standards
- The Cochin Port Trust (Licensing of Jetties Slipways and Boat Pen) Regulations 1968
- The Cochin Port Trust (Licensing of China Fishing Nets) Regulations 1976
- The Cochin Port Harbour Craft Rules 1947
- The Cochin Port and Dock Regulations 1975
- The Cochin Port Trust (Handling Freight Containers carrying Dangerous / Hazardous Cargo) Regulations 1987
- The Cochin Port Trust (Distraint or Arrest and Sale of vessels) Regulations 1988
- Major Ports (Regulation of Entry, Stay, Movement and Exit of Vessels) Rules 1989
- The Cochin Port Trust (Authorisation of Pilots) Regulations 1964
- International Convention for the Prevention of Marine Pollution (MARPOL) 73/78
- International Convention for the Safety of Life at Sea (SOLAS)
- International Maritime Dangerous Goods (IMDG) Code
- Equipment Manuals and Planned Maintenance Schedules
- Apex Quality Manual under ISO 9001 – 2000 standards
- Fire Manual
- Dock Workers (Safety, Health & Welfare) Regulations 1990

ADMINISTRATION DEPARTMENT

Sl.No	TITLE OF RULES AND REGULATIONS	G.S.R. No. & DATE/ MINISTRY'S APPROVAL NO. & DATE.
1.	Appointing 29th February,1964 as the date on which the Major Port Trusts Act, 1963 (38 of 1963) shall come into force.	296 dated: 28.02.64
2.	The Major Port Trusts (Adaptation of Rules) Regulations, 1964.	297 dated:28.02.64
3.	The Cochin Port Employees (Temporary Service) Regulations, 1964.	311 dated: 24.02.64
4.	The Cochin Port Employees (Leave Travel Concession) Regulations, 1964.	312 dated:24.02.64
5.	The Cochin Port Employees (Conduct) Regulations, 1964.	313 dated:24.02.64
6.	The Cochin Port Employees (Recruitment, Seniority & Promotion) Regulations, 1964	314 dated: 24.02.64
7.	The Cochin Port (Authorisation of Pilots) Regulations, 1964.	316 dated:24.02.64
8.	The Cochin Port Employees (General Provident Fund) Regulations, 1964.	318 dated:24.02.64
9.	The Cochin Port Employees (Classification,Control & Appeal) Regulations, 1964.	319 dated:24.02.64
10.	The Major Port Trusts (Proceudre at Board Meeting) Rules, 1981.	725 dated:01.08.81
11.	The Major Port Trusts (Payment of Fees &Allowances to Trustees) Rules, 1981	134 dated: 06.02.82

II. REGULATIONS FRAMED BY THE COCHIN PORT TRUST BOARD

Sl.No,	TITLE OF RULES / REGULATIONS	G.S.R.No. & DATE/Ministry's Approval No. & Date.
1.	The Cochin Port Employees (Welfare Fund) Regulations,1964.	Mty's letter No. 6-PG(3)/65 dated: 11.02.65
2.	The Cochin Port Trust Employees (Allotment of Residence) Regulations, 1965.	Mty's letter No.6-PE(13)/66 dated: 17.01.67
3.	The Cochin Port Trust (Committee Procedure) Regulations,1966.	Mty's etter No.6-PG(64)/65 Dated:20.01.67
4.	The Cochin Port Trust Ccontributory Provident Fund Rules,(India) Amendment Regulations,1967.	Mty's letter No.PE(44)/67 Dated:02.11.67.
5.	The Cochin Port Trust Employees (ClassIII & Class IV) Special Contribution Regulations,1967	Mty's letter No.PE(44)/67 Dated: 02.11.67.
6.	The Cochin Port Services (Reward for Suggestions) Regulations, 1968	Mty's letter No.6-PE(29)/68 Dated:13.12.68.
7.	The Cochin Port Employees (Grant of Advances for building etc. of houses) Regulations, 1971.	Mty's letter No.6-PE(10)/67 Dated: 12.07.71.
8.	The Class I Officers of the Cochin Port Trust (Acceptance of employment after Retirement) Regulations,1973.	Mty's letter No.6-PEX-8/74 Dated:26.02.74.
9.	The Cochin Port Employees (Retirement) Regulations, 1977	750 dated: 10.06.78.
10.	The Cochin Port Employees (Leave) Regulations,1978.	217 dated:10.02.79.
11.	The Cochin Port Employees (Family Welfare) Regulations, 1980.	769 dated: 15.08.81.
12.	The Cochin Port Trust (Recruitment of Heads of Departments)Regulations,1991.	200(E) dated:03.04.91.
13.	The Cochin Port Employees (Contributory Out-door and Indoor medical Benefit after Retirement)Regulations,1991.	313 dated:21.06.91.
14.	The Cochin Port Trust Employees (Educational Assistance)Regulations,1993.	522(E) dated:26.07.93
15.	The Cochin Port Trust Employees (House Building Advance) Family Benefit Fund Regulations,1998.	657 (E) dated: 05.11.98

CIVIL ENGINEERING DEPARTMENT

- Apex Quality Manual (AQM)
- ISO 9001 - 2000
- Instruction Manual (Document No. CE/IM-1/2000)
- General Conditions of Contract (GCC)
- Budget Book
- Port Circulars
- Government of India Orders
- Government of India Guidelines
- Government of India Directions
- Government of India Gazette Notifications
- Delegation of powers

MECHANICAL ENGINEERING DEPARTMENT

Rules & Regulations, Instructions, manuals and rerecords held by the Department for the discharge of its functions.

Rules & Regulations

- Major Port Trust Act. 1963
- Dock Workers (Safety, health & Welfare) Regulations 1990
- Factories Act. 1948
- CPWD Code

Instructions:

- Norms issued by the Ministry for the Availability & Utilisation of Equipment
- Life norms of infrastructure issued by the Ministry
- Delegation of Powers
- Scale of Rates

Manuals:

- Operations manuals of Equipments
- Maintenance manuals of Equipments
- Accounts/Purchase Manuals

Records

- Statistics of Availability & Utilisation of equipments
- Census of Port Equipments
- Census of Floating Crafts
- Dry Docking statistics
- Energy Consumption
- List of short listed vendors

TRAFFIC DEPARTMENT

MPT Act 1963, Traffic Manual, ISO Manual, Scale of rates delegation of powers guidelines for ministry for TAMP issued by time to time office orders received and issue from time to time.