

RIGHT TO INFORMATION

ACT 2005

Rule (vi) : Statement of documents under the control

ADMINISTRATION DEPARTMENT

STATEMENT OF CATEGORIES OF DOCUMENTS HELD

1. Register of particulars of Licenses issued to Stevedores
2. Register of particulars of licenses issued to Fishing Nets
3. Register showing particulars of permissions issued for film shooting
4. Register showing Training attended by employees
5. Rosters for all grades in Class I & II posts and Ministerial Class III & IV
6. Register of Medical Advance granted
7. Register of Medical Claims sanctioned
8. Register of House Building Advance allotment
9. Register of Conveyance advance allotment
10. Telephone Bill Register
11. Register showing Phones under Department Safe Custody
12. Register showing allotment of Computer advance

CENTRAL ACCOUNTS DEPARTMENT

Documents held under the exclusive control of CAD are:

- Cash Book
- Trial Balance
- Monthly Revenue Account and Balance Sheet
- Budget Estimates
- Bank Reconciliation Statements
- Register for Investments
- Deposit Register of Port Users
- Steamer Register
- Contractors' Ledger
- Priced Stores Ledger
- House Building Advance Registers
- Income Tax, VAT and Service Tax Returns
- Tariff Revision Proposals
- Assets Register
- Land Register
- Electricity/Water Purchase Register
- GoI Loan Register

CIVIL ENGINEERING DEPARTMENT

I. Maintenance of Civil Structures

1. Register of inspection for maintenance and repair
2. Complaint Register
3. Petty Works Register
4. Job register
5. Material stock register
6. Register of approved contractors

II Construction of New facilities

1. Document submitted to Dy. Chairman / Chairman seeking administrative approval and its approval
2. Layout, location plans and GAD
3. Copy of statutory clearance
4. Abstract cost estimate
5. Copy of feasibility report
6. Copy of Board note and resolution
7. Copy of drawings and conceptual drawings
8. Copy of sanctioned estimate and approval
9. Register of sanctioned estimate
10. Approved tender document and approval
11. Tender form issue register
12. Tender opening register
13. Tracings of all approved drawings
14. Register of approved drawings
15. Register of MBKs

III. Sanitation

1. Complaint Register
2. Stock Register

IV. Water Supply

1. Daily water account register
2. Pumping log book

3. Register of chlorine content control
4. Register of monthly sampling and testing
5. Register of supply of water to vessels through shore line

MARINE DEPARTMENT

LIST OF RECORDS

| | | |
|--|------------|--------------------|
| Fire Report | MAR/E/F/2 | Dy. Conservator |
| Special Service Report | MAR/E/F/3 | Dy. Conservator |
| Monthly Report | MAR/E/F/4 | Dy. Conservator |
| Quarterly Report | MAR/E/F/5 | Dy. Conservator |
| Fire Emergency Calls | MAR/E/F/1 | Chief Fire Officer |
| Attendance Register for Training | MAR/E/F/6 | Chief Fire Officer |
| Log Book of Vehicles and pumps | MAR/E/F/7 | Chief Fire Officer |
| Daily routine check list, fire pumps and vehicles | MAR/E/F/8 | Chief Fire Officer |
| Daily routine check list, tanker berth fire fighting installation | MAR/E/F/9 | Chief Fire Officer |
| Ambulance trip sheet | MAR/E/F/10 | Chief Fire Officer |
| Permission for handling of hazardous cargo | MAR/E/F/11 | Chief Fire Officer |
| Inspection report on fire fighting installations buildings, tank farms, wharfs | MAR/E/F/12 | Chief Fire Officer |
| Application for licensing of Harbour Craft | MAR/G/F/1 | G.M.F. |
| Licence for Harbour Craft | MAR/G/F/2 | G.M.F. |
| Licence for Jetty | MAR/G/F/3 | G.M.F. |
| Licence for China Fishing Net | MAR/G/F/4 | G.M.F. |
| Vessel Inspection Report | MAR/F/F/1 | M.M.P.C. |
| Shipping Programme | MAR/A/F/01 | Harbour Master |
| Shipping Movements Register | MAR/A/F/13 | Harbour Master |
| Feed Back for Absentees | MAR/A/F/14 | Harbour Master |
| Feed Back form from Ship Masters | MAR/A/F/15 | Harbour Master |
| Engineer's Log Book | MAR/A/F/05 | E.i.C |
| Defect Maintenance Register | MAR/A/F/07 | E.i.C |

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| Requisition for HSD | MAR/A/F/08 | E.i.C |
| Requisition for IOC | MAR/A/F/09 | E.i.C |
| Consumable Store Register | MAR/A/F/10 | E.i.C |
| Spare Parts Register | MAR/A/F/11 | E.i.C |
| Performance analysis format | MAR/A/F/16 | E.i.C |
| Tug Master's Log Book | MAR/A/F/06 | Tug Master |
| Launch Log Book | MAR/A/F/12 | A.M.F. |
| Pilot Order (Inward) | MAR/A/F/02 | FA & CAO |
| Pilot Order (Outward) | MAR/A/F/03 | FA & CAO |
| Pilot Order (Shifting) | MAR/A/F/04 | FA & CAO |
| Dredging Report | MAR/C/F/5 | Dredging Supdt. |
| Monthly Statement of Consumable Stores | MAR/C/F/6 | Dredging Supdt. |
| Requisition for hire of GHD Nehru Shatabdi | MAR/C/F/11 | Dredging Supdt. |
| Hire Particular of CHD Nehru Shatabdi | MAR/C/F/14 | Dredging Supdt. Dredger |
| Dredger Commander's Log Book | MAR/C/F/1 | Commander Dredger |
| Deck Maintenance Register | MAR/C/F/8 | Commander |
| Chief Engineer's log book | MAR/C/F/2 | C/E Dredger |
| Defect Register | MAR/C/F/7 | C/E Dredger |
| Engine Maintenance Register | MAR/C/F/9 | C/E Dredger |
| Spare Parts Stock Card | MAR/C/F/10 | C/E Dredger |
| Electrical Maintenance log book | MAR/C/F/3 | A.Ex.E. (MM) |
| Crane log book | MAR/C/F/4 | A.Ex.E. (MM) Mooring |
| Boat Log Book | MAR/C/F/12 | Foreman Mooring |
| Battery Register | MAR/C/F/13 | Foreman Asst. Dredging |
| Requisition from Agent | MAR/H/F/1 | Supdt Asst. Dredging |
| Requisition from Agent crafts | MAR/H/F/2 | Supdt Asst. Dredging |
| Register of F.W. Supply | MAR/H/F/3 | Supdt Asst. Dredging |
| Register of F.W. Supply | MAR/H/F/4 | Supdt |
| Hire Particulars | MAR/H/F/5 | Asst. Dredging |

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| | | Supdt |
| | | Asst. Dredging |
| Receipt of F.W. | MAR/H/F/6 | Supdt |
| Log book Jalaprabha - Engine | MAR/H/F/7 | Engineer |
| Log book Jalaprabha - Deck | MAR/H/F/8 | Nav. Master |
| Cathodic protection system daily readings | MAR/I/F/1 | A/E (E) |
| Cathodic protection fortnightly PSP readings | MAR/I/F/2 | A/E (E) |
| Maintenance Register | MAR/I/F/3 | A/E (E) |
| Weekly maintenance register fire pump, foam pump, batteries | MAR/I/F/4 | A/E (E) |
| Preventive maintenance of ULA checklist | MAR/I/F/5 | A/E (M) |
| Weekly checklist of ULA | MAR/I/F/6 | A/E (M) |
| Requisition for connection / disconnection of ULA | MAR/I/F/7 | A/E (M) |
| Shift in charge diary - Mechanical | MAR/I/F/8 | A/E (M) |
| Shift in charge diary - Electrical | MAR/I/F/9 | A/E (E) |
| Tanker Details | MAR/I/F/10 | A/E (M) |
| Spare parts register | MAR/I/F/11 | A/E (M) |
| Routine maintenance checklist for fire pump | MAR/I/F/12 | A/E (M) |
| Fire pump operation and maintenance | MAR/I/F/13 | A/E (M) |
| Monthly maintenance of fire pump and foam pump | MAR/I/F/14 | A/E (M) |
| Inspection and maintenance of jetty pipelines daily check list | MAR/I/F/15 | A/E (M) |

MECHANICAL ENGINEERING DEPARTMENT

Statement of categories of documents that are held by it or under its control or used by its employees for discharging its function

1. Major Port Trust Act. 1963
2. Dock Workers (Safety, health & Welfare) Regulations 1990
3. Factories Act. 1948
4. CPWD Code
5. Cochin Port Employees (Conduct) Regulations 1964
6. Norms issued by the Ministry for the Availability & Utilisation of Equipment
7. Life norms of infrastructure issued by the Ministry
8. Delegation of Powers
9. Scale of Rates
10. Operations manuals of Equipments
11. Maintenance manuals of Equipments
12. Accounts/Purchase Manuals

MEDICAL DEPARTMENT

TRAFFIC DEPARTMENT

Documents under the traffic department are Traffic Manual, Scale of rates. ISO Manual Guidelines and other orders issued by the ministry from time to time on cargo operations.

Documentation Centre EW, MW & CFS The Import General Manifest delivery orders issued by the shipping line import/export application for collection of port dues customs documents for delivery of cargo