

RIGHT TO INFORMATION
ACT 2005

**Rule (vii) : Arrangement for consultation with public
for formulation of policy and implementation thereof**

CENTRAL ACCOUNTS DEPARTMENT

Revision of Tariff of the Port is one of the major policy decisions taken periodically by the Port at the behest of the CAD.

The Port, on regular basis, evaluates the cost of rendering various services vis-à-vis the tariff levied. If required, the Port proposes upward revision in tariff and sends such revision proposals to TAMP for their consideration. TAMP, after obtaining all relevant information from the Port on the proposal, sends copies of the proposal to the users of the Port with specific request to comment on the proposal. After obtaining the observations of the Users, TAMP convenes a meeting at the Port, in which TAMP, Port and Users attend. After hearing all the parties, TAMP decides on the proposal for tariff revision submitted by the Port.

MECHANICAL ENGINEERING DEPARTMENT

1. Safety Committee meeting

- Safety Committee meeting is held once in every quarter with Port users. Dy.Chairman Port Trust is the Chairman of this Committee.
- The Committee examines the Welfare, Health & Safety of the Dock Workers.
- The Committee also examines various hazardous related activities and to suggest remedial measures
- Safety aspects of the Port Infrastructures
- Implementation of the recommendations of DGFASLI, regarding safety aspects.

TRAFFIC DEPARTMENT

On all port working days a berthing meeting is conducted which is chaired by Traffic Manager where HM is present and also many of the port users are attending. An attendance register is maintained. In this meeting berth allocation for the vessels which are to be berthed on the current day and the subsequent day are decided by taking into consideration the availability of berths, sheds, handling equipment, tidal constraints nature of cargo etc.

Once in three months a port user's meeting is convened by Chairman where also grievance of the port users are addressed. A notice in advance is given to the all users of the port to send their agenda in advance.

The agenda items are discussed and decisions taken in the meeting are minuted.

Over and above the users are at liberty to meet the traffic manager or junior officers in order to address their day-to-day problems and sort out the same.

A grievance Register is maintained at both wharves and CFS to register their complaints. This register is read by the respective officer and their complaints are addressed. A grievance box is provided at the Q6 baggage shed in case any consignee is having any complaint with regard to personal baggage clearance. This is opened at frequent intervals and the problems are addressed.