



VISAKHAPATNAM PORT AUTHORITY

Information Manual Right to Information Act 2005

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CHAPTER-1

INTRODUCTION

1.1 Please throw light on the background of this hand book (Right to Information Act, 2005)

This hand-book is prepared in consonance with the Right to Information Act, 2005.

1.2 Objective / purpose of this hand-book

The objective of the book is to provide the citizens a direction to secure access to information under the control of Visakhapatnam Port Authority to promote transparency and accountability in its working.

1.3 Who are the intended users of this hand-book?

Any citizen who is interested in the development of the Visakhapatnam Port.

1.4 Organization of the information in this hand-book.

The information in the hand-book is organized into 18 chapters as per the index.

1.5 Definitions (Please provide definitions of various terms used in the hand book)

a. Port Traffic/Cargo handled:

Cargo handled is the total of cargo loaded, unloaded and transshipped during the year from 1st of April to 31st March next.

b. Pre-berthing detention/waiting time:

Time taken by a ship from its arrival at the anchorage (reporting station) till it starts its movement to the berth.

c. Turn round time:

The total time spent by a vessel at the port from its arrival at reporting station till its departure from the reporting station for onward journey.

d. Output per ship berth day:

Average rate of loading/unloading of cargoes per day of 24 hours.

e. Abbreviations used:

CE –Chief Engineer	C.M.E. –Chief Mechanical Engineer
F.A & C.A.O. : Financial Adviser & Chief Accounts Officer	H.R.D.C.- Human Resource Development Center
D.C. –Deputy Conservator	C.V.O. –Chief Vigilance Officer
T.M. –Traffic Manager	H.O.D –Head of the Department
C.M.O. –Chief Medical Officer	C.M.M- Chief Materials Manager
Dy.- Deputy	Asst.- Assistant
A.O.B.- Administrative Office Building	

1.6 : Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information, procedure and fee structure.

1.6.1 : Names and phone numbers of Public Information Officers are given vide Chapter- 8 of this manual.

1.6.2 : A request for obtaining information under sub-section (1) of section-6 of the R.T.I. Act, 2005 shall be accompanied by an application as per format (Annexure - A) and payment of fee of Rs.10/- by way of cash against proper receipt or by demand draft or bankers cheque payable in favour of FA&CAO/VPA.

1.6.3 : The Public Information Officer is not bound to provide the information sought:

- (A) If disclosure thereof would –
 - (i) Prejudicially affect the sovereignty and integrity of India;
 - (ii) Prejudicially affect the security, strategic, scientific or economic Interests of India;
 - (iii) Prejudicially affect the relation with a foreign country;
 - (iv) Lead to incitement of an offence; or
 - (v) Cause a breach of privilege of Parliament or the State Legislature;
 - (vi) Harm the competent position of a third party;
 - (vii) Endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes; or
 - (viii) Involve an infringement of copyright subsisting in a person, other than the State.
- (B) If the same has been expressly forbidden to be published by any court of law or tribunal or the disclosure thereof may constitute

- (C) Contempt of court.
- (D) If the same was received in confidence from a foreign government
- (E) If the same pertains to policy proposals, including records of deliberations
- (F) If the Members of Board, Heads of Departments and other officers, provided that the decisions of Members of Board, etc., the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete or over.
- (G) If the same relates to personal information, the disclosure of which has no relationship to any public activity or interest, or would cause unwarranted invasion of the privacy of an individual.
- (E) If the same pertains to any occurrence, event or matter which has taken place twenty years before the date on which the application was made.

1.6.4 : The Public Information Officer shall also assess as to whether the information sought -

- (i) is held by another public authority; or
- (ii) is more closely connected with the functions of another public authority;
- (iii) Relate to or has been supplied by a third party, who has treated it as confidential.

In case of (i) & (ii) at Para 1.6.4 above, the Public Information Officer shall transfer the application to the concerned public authority and inform the applicant about such transfer within 5 days of receipt of the application, as per format at Annexure B.

In case of (iii) at Para. 1.6.4 Above, the Public Information Officer shall give a written notice to such third party, within 5 days of receipt of the application, of the request and invite him to make a submission, as regards disclosure of the information sought. The Public Information Officer shall consider the submission, if any, made by that third party within 10 days of issue of the notice, before taking a decision disclosure about of the information to the applicant.

The Public Information Officer shall, subject to the above, call and compile the requisite information as expeditiously as possible or reject the request for the reasons specified above.

1.6.5 : For providing information, the fee shall be charged by way of cash against proper receipt or by demand draft or by bankers cheque payable to the FA&CAO/VPA at the following rates:

- (a) Rupees two for each page (in A-4 or A-3 size paper) created or copied;

- (b) Actual charge or cost price of a copy in larger size paper;
- (c) Actual cost or price for samples or models;
- (d) Rupees fifty per diskette or floppy/CD; for information provided in diskette or floppy/CD,
- (e) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication; and
- (f) For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes or fraction thereof, thereafter.
- (g) Postal charges of Rs.50/- (Rupees Fifty only) up to 200 grams for outside Visakhapatnam and Rs.20/- (Rupees Twenty only) for local dispatch shall be charged extra for sending the information by post.

The Public Information Officer shall send intimation to the applicant in the format given in Annexure conforming him of the amount of further fees for the supply of information

On receipt of the further fees, the Public Information Officer shall furnish intimation to the applicant at an early date and in any case within thirty days of receipt of the application. However, the period intervening between the issue of the communication referred above and receipt of the further fees shall be excluded for the purpose of calculating the period of thirty days.

First appeal against the decisions of the Public Information Officer shall lie with the Dy.Chairperson, Visakhapatnam Port Authority, who shall decide the same within 30 days of receipt thereof.

The first appeal shall be made on plain paper in the format as at Annexure „ D. Every order passed by the appellate authority shall be communicated to the applicant as well as to the concerned Public Information Officer against whose order the appeal was preferred.

Every Public Information Officer shall maintain a register, in the format given in Annexure “E” in respect of the applications received for seeking the information under the Right to Information Act, 2005.

VISAKHAPATNAM PORT AUTHORITY

Annexure "A"

Format of Application form under the Right to Information Act, 2005

To

The Public Information Officer :
Visakhapatnam Port Authority
{Name of the department/PIO and address}

(1) Full name of the applicant :

(2) (a) Address :
(b) Telephone No. if any :
(c) e-mail address, if any :

(3) Citizenship with valid proof :

(4) Particulars of information
required

(i) Subject matter of information :

(ii) Period to which the information
relate :

(iii) Description of the information
required :

(IV) Whether the information is
required by post or in person :

(5) Whether Below Poverty Line : Yes /No

(i) If yes, proof thereof

(ii) If no, mode of Payment Fee of Rs. _____ Cash or D/D or Pay Order
No. _____ dated. _____

DA: D/D or Pay order or Cash
Receipt of Rs.10 or proof of
"below poverty line"

Place:

Date :

Signature of applicant

For Office Use only

- 1.(a) Date & Time of Receipt of Application
:
- (b) Application Reference No. :
2. (a) Date of forwarded to other person/
department for report :
- (b) Time-limit set for receipt of report :
- (c) Date of receipt of report :
3. (a) Estimated cost of providing
information sought :
- (b) Date on which additional fees
sought :
- (c) Date of receipt of additional fees :
4. Whether the exemptions detailed in the
RTI Act, 2005 are attracted.
If yes, please specify :
5. Date on which the applicant was
provided with the information sought or
Date of communication of rejection of
the request :
6. Signature of Public Information Officer :

VISAKHAPATNAM PORT AUTHORITY

Format of letter intimating transfer of an application

From
(Designation & Address of the
Public Information Officer)
Date

To
(Name & Address of the applicant)

Sir,
Sub: Application Reference Number , DT

Please refer to your application dated _____ addressed to the
Undersigned requesting to provide information on the above information is held by
another public authority

Hence, your application is being forwarded to (name and address of the public
authority to whom the application is being transferred).

The inconvenience caused is regretted.

Yours faithfully,

(Name & Signature of PIO)

Copy, together with the application referred to above, in original, forwarded to: (name
and address of the public authority to whom the application is being
transferred).

Encl: As above

(Name & Signature of PIO)

VISAKHAPATNAM PORT AUTHORITY

Format of letter seeking payment of additional fee

From

(Designation & Address of the
Public Information Officer)
Date

To

(Name & Address of the applicant)

Sir,

Sub: Application Reference No. .,Dt.

Please refer to your application dated _____ addressed to the undersigned requesting to provide information on the above information is being readied to be supplied to you. The additional fee for supplying this Information to you amounts of Rs. _____ as detailed hereunder:

You are requested to pay the fee at this office by Demand Draft or Pay Order at the earliest. Alternatively, the additional fee may be paid by cash to the FA&CAO, Visakhapatnam Port Authority, Visakhapatnam.

You are advised to make the payment on or before _____. If you wish to review the decision as to the amount of fees charged, you may make an appeal to the Dy.Chairperson, Port Authority Visakhapatnam, within 15 Days of issue of this Communication.

Kindly quote the Application Reference No. mentioned above in all the future correspondence, etc.

Yours faithfully,

(Name & Address of PIO)

VISAKHAPATNAM PORT AUTHORITY

Format of Appeal under Section 19 (1) of the Right to Information Act, 2005

From

(Applicants name and address)

Date

To

The Dy.Chairperson & Appellate Authority
Administrative Office Building
Visakhapatnam Port Authority
VISAKHAPATNAM -530035.

- (1) Name & Address of the Appellant :
- (2) Application Reference No., if available :
- (3) Name of the Public Information Officer :
- (4) Date of receipt of the order appealed against :
- (5) Last date for filing the appeal :
- (6) Particulars of information sought:
- (a) Nature and subject matter of the information required:
- (b) Name of the office/department to which the information relates to:
- (c) Nature of Appeal :
- (7) The grounds for appeal :

Place:

Date:

Signature of the Appellant

DECLARATION

I _____ (Name of the appellant), son/daughter/wife of _____ hereby declare that the particulars furnished in the appeal are, to the best of my knowledge and belief, true and correct and that I have not suppressed any material facts.

Place:

Date:

Signature of the Appellant

VISAKHAPATNAM PORT AUTHORITY

Format of Register maintained under the Right to Information Act, 2005

[illegible]

CHAPTER 2

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

MISSION / VISION OF THE PORT OF VISAKHAPATNAM

VISION:-

World Class Services

Smart, Sustainable and Landlord port offering world class services

Future Generation

The development that meets the needs of the present without compromising the ability of future generations to meet their own needs

Cargo Handling

Achieved 82.62 Million Tonnes of cargo handled in the financial year 2024-25 against 90.00 Million Tonnes.

Quality products

We provide our clients with more conventional vessel and cargo handling services, ensuring a hassle-free experience. Our world-class mechanical equipment, covered storage sheds, and other logistics facilities are of excellent quality and effectively accomplish their intended purpose.

MISSION:-

Lead in East Cost India

To be a major partner in the logistics supply chain on east cost of India.

Shipping and Waterways

To pursue the Maritime India vision 2047 goals of ministry of ports, shipping and waterways.

Logistics Coast

To optimize the logistics cost to the business partners.

Care for Environment

Balancing its environmental responsibilities with economic objectives.

BRIEF HISTORY OF THE PORT OF VISAKHAPATNAM

The need for development of a port in this natural bay was spelt by the British Rulers as far back as 1858 and the detailed report “Vizag the Port of Central Provinces” was published in 1877. This proposal however, was temporarily frozen due to the advent of the First World War. It was only in 1914 that the proposal for construction of harbor at Visakhapatnam was initiated by the then Bengal Nagpur Railways. During 1922, Bengal Nagpur railway revived the proposal of Col.H.Cartwright Reid of British Admiralty for construction of an Inner Harbour. The actual construction commenced in 1927 and the port, which was only a roadstead port till then, was opened to ocean traffic on 7th October, 1933 with the arrival of a passenger ship S.S JALADURGA. The Port was formally inaugurated by his Excellency Lord Willingdon, the then Viceroy and Governor General of India on 19th Dec 1933.

The Port was constructed at a cost of Rs.3.78 crores and when it was opened, the port had 3 berths viz., EQ-1,EQ-2,EQ-3 with initial through put of 1.3 lakhs tons in 1933.

FACILITIES

The Visakhapatnam Port Authority (VPA) offers a variety of facilities. These include:

1. Mechanized cargo handling and development of covered storage facilities for efficient operations.
2. Extensive green belt projects around operational areas to minimize ecological impact.
3. A dedicated Finance Department that monitors various compliance aspects with respect to the Income Tax and the GST, and plays a vital role in the overall growth of VPA.
4. Safety measures such as Integrated Management System (ISO 45001:2018, ISO14001:2015 and ISO 9001:2015), and safety audits conducted once a year.

5. Various departments including Administration, Civil Engineering, Finance, Marine, Mechanical & Electrical Engineering, Medical, Research and Planning, Traffic, and VPA-CISF.
6. Maintenance of a 10 MLD Sewage Treatment Plant and water sprinkling system at stack piles.
7. Operation and Maintenance of Fog Cannons and Sweeping machines.
8. A Civil Engineering Department responsible for the creation and maintenance of assets of Civil engineering nature.
9. A Vigilance Department that works with VPA management to achieve its vision.
10. A Research and Planning Division that provides training for all VPA employees on Cyber laws and Do's & Don'ts with ICT infrastructure.
11. A General Administration Department that deals with HRDC-Training-Centre Activities.
12. A command control center for effectively monitoring cargo handling operations, environmental parameters and security aspects.
13. High resolution cameras throughout port area for effective surveillance of shipping operations.
14. A Sports & Cultural Complex with various facilities for Sports & Cultural activities.

MECHANIZED FACILITIES – PRESENT STATUS

<u>NAME OF CARGO</u>	<u>DETAILS OF MECHANIZED FACILITIES</u>
Iron Ore & Pellets	Mechanized ore handling plant consisting of ship loader 8000 TPH capacity three bucket wheel reclaimers three tipplers, three stackers, conveyor system of about 9 k.m. (one way).
Alumina	Ship loader with a capacity 2200 T/hour and three Silos (owned operated and maintained by M/s.NALCO) Mechanized wagon unloading system to unload Alumina from wagons @ 1100 TPH
Crude Oil	Three unloading arms with discharge capacity of 5500 tonnes per hour
Transshipment of Crude oil	Direct discharge from ship to ship at one of the oil moorings
Fertilizer and fertilizer raw-materials	Rail mounted ship (grab) unloader of 600 TPH designed capacity (Owned, operated & maintained by M/s.CFL)
Import and Export of Petroleum products	Two oil berths equipped with pipe line facilities connecting the storage tanks of the refinery
Caustic Soda	Direct discharge through pipeline @ 600 TPH in case of caustic soda and three silos of 10000 T capacities each.
Liquid Ammonia and Phosphoric acid Sulphuric acid, Styrene Monomer, Molten Sulphur etc.	Direct discharge facilities through pipeline

GROWTH

The port which started with traffic of 1.3 lakh tonnes in 1933 has made rapid strides to attain 50 million tonnes mark in 2004-05. It has been the top ranking port of the country for the past five years in succession. The Visakhapatnam Port Authority (VPA) has seen significant growth in recent years. Achieved 82.62 Million Tonnes of cargo handled in the financial year 2024-25 against 90.00 Million Tonnes. VPA is integral to India's robust infrastructural advancements. The port has also made substantial investments in infrastructure and environmental stewardship, including the development of a Truck Parking Terminal and construction of covered sheds for environmental hygiene. The Finance Department also plays a vital role in the overall growth of VPA, focusing on prudence in Financial Management and assisting the Board in formulating sustainable policies.

The port has acquired the unique distinction as the lone Indian Port to have three International accreditations viz.,

ISO14001: 1996 for Environment Management System,

OHSAS: 18001 (Occupational Health and Safety Assessment System) and

ISO 9001: 2000 for Quality Management System.

ISPS Compliant Port

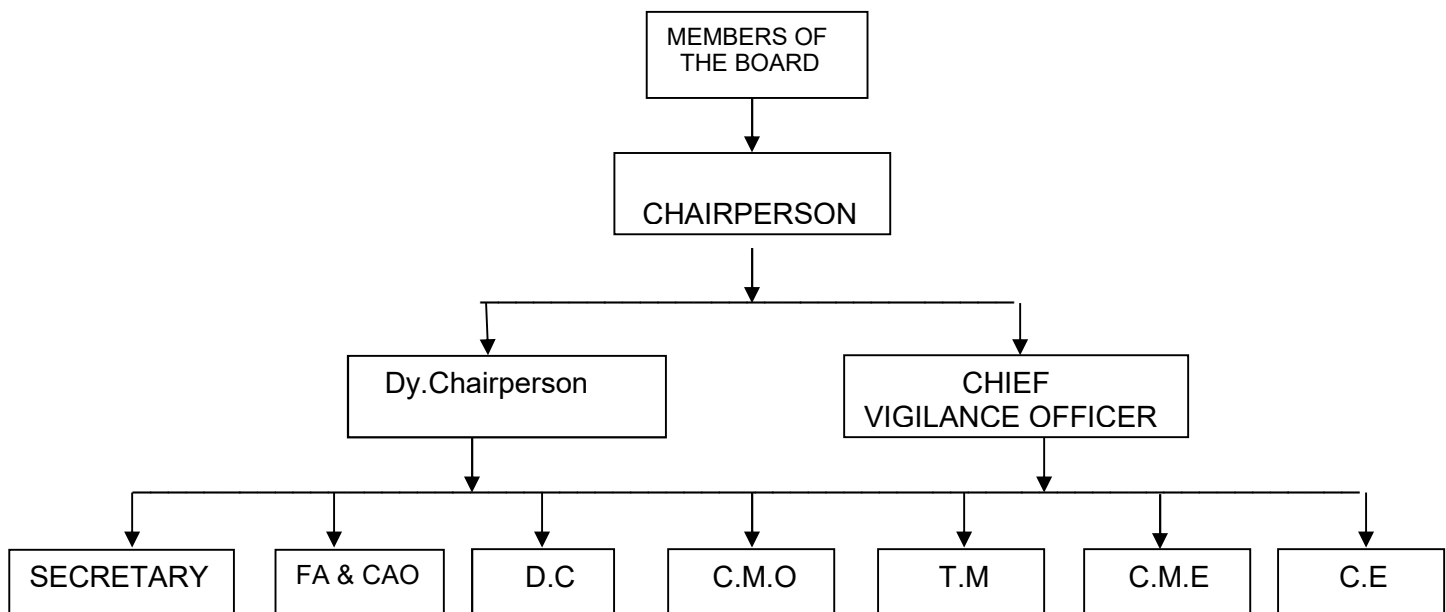
Main activities / functions of the Port of Visakhapatnam

- Conservancy / maintenance of entire Port works
- Pilotage of vessels to and from Port
- Berthing and un-berthing of vessels
- Loading and unloading of cargo into and from vessels
- Embarkation and disembarkation of passengers and services connected with Passenger Terminal
- Provision of infrastructure facilities like various type of cargo handling equipment, stacking area (both covered and open). Road and Railway network etc.,
- Mechanized tipping and stacking and mechanized loading of iron ore and pellets through ore handling plant

- Acts as a terminal agent for Indian railway by performing services connected with movement of goods by railway wagons from/to Port (including supply of locomotives)
- Arrangements for supply of bunker and fresh water to vessels
- Dry dock facilities
- Maintenance of fishing harbour
- Allotment of land to the Port users, maintenance of roads, bridges, Ghats etc.,
- Security coverage

Organizational structure diagram at various levels namely State, Directorate, Region District, block etc.

Visakhapatnam Port Authority has been constituted under the Major Port Authority's Act, 2021. The Board of Authorities for the for the Port of Visakhapatnam is constituted with representatives of Central Government, State Govt Chamber of Commerce & Industries, Shipping Interests, Shippers and Importers, Customs, Railways, Defense Services, Labor employed in the Port and other interests.



CORPORATE OBJECTIVES

- To fulfill its role in the promotion of International trade, particularly of export trade and of economic and industrial development of the hinterland.
- To anticipate and respond to the economic, trading and technological development and provide the necessary facilities in port and harbor, in time.
- To provide prompt, efficient and safe services on water and on rail wagons and road vehicles.

- To simplify systems, rules and procedures in respect of all port activities leading to optimum utilization of capital, men, material and time.
- To develop human resources with a view to acquire attitudes and skills required to meet managerial, operational, and technological needs.
- To maintain optimum requirements of human and material resources.
- To motivate the employees towards increased productivity through suitable wage, incentive and welfare schemes, designed to give the employees an equitable share in the gains of productivity and fair wages.
- To minimize the pollution of air and water in and around the Port and harbor area.

WELFARE MEASURES

The Port has constructed most modern and integrated sports cum cultural complex with air- conditioned Indoor stadium, air-conditioned auditorium, Open-air theatre and outdoor stadium at a cost of Rs.20 crores. This sports complex is the first of its kind among all Major Ports of the country. Kalyanamandapams and recreation clubs have been provided in all the residential colonies. The same was being operated under PPP mode (Public Private Partnership).

MEDICAL

The Golden Jubilee Hospital was established in the year 1984 as a 150 bedded hospital, presently running with strength of 80 beds and catering for the Medical needs of nearly 40,000 beneficiaries. The Hospital was constructed in 4910 sq. Mtrs (1.21acres) area as a 5 storied building consisting of Ground, 1st, 2nd, 3rd & 4th floor and basement and the Hospital has two main entrances i.e. East entrance and South entrance

SERVICES ARE BEING PROVIDED:

- General and Specialist care to all eligible employees, dependents and retired employees and their spouses both inpatient as well as outpatient care.
- Specialty services like Cardiology, Nephrology, Dermatology, ENT, Pulmonology, Neuro Surgery, Gastroenterology and Dental as Outpatient services.
- Providing Medical Oncology Services.
- Homeopathy and Ayurvedic services.
- Occupational health Care.
- Physiotherapy & Dietician services.
- Major and minor surgeries at Operation Theatre Complex.
- Separate Fever clinic is being run near casualty when necessary.

- Most of the medicines (including Homeopathy and Ayurveda) preferably branded drugs, prescribed by the Doctors are being supplied through Pharmacy counter.
- GJH is extending its services at two Dispensaries, One at Port Area 24/7 for primary and emergency care.
- Second at Chinamushidiwada in general shift for 2 days in a week.

EMERGENCY SERVICES:

- Round the clock services for all emergency cases at GJH and Port area Casualties are available.
- Emergency treatment is given initially to the patients and they are kept under observation if necessary and later the patients are either sent to concerned specialist O.P or admitted as in-patient or referred to empaneled hospitals for further treatment to the needy patients.
- All essential and emergency drugs, anti-snake venom for snake bite and anti- rabies vaccine for dog bite are available at Casualty
- The Hospital provides twin Air Condition Theatres with special equipment to conduct major and minor operations.

EDUCATION:

Educational facilities are provided to the children of the Port employees and dependents at residential colonies at Salagramapuram and Malkapuram. Merit Scholarships are being awarded to first three rank holders in the schools and colleges. Financial assistance is being extended to the employees and their children for higher education and technical courses like LME, LCE, ICWA etc., A scheme of extending education allowance for the children of Port employees and reimbursement of tuition fees on the pattern of Government of India is being followed at this Port.

OTHER WELFARE MEASURES INCLUDE:

- Quarters to employees with all amenities and the same facilities is also extended to pool Khallasi's.
- Liberalized house building advances, motor cycle advances, scooter and cycle advances.
- Self-financing fund to liquidate the house building advance liabilities in the event of sudden demise of employees while in service.
- Assistance through welfare fund has been enhanced to Rs.25 lakh per annum with a view to render financial assistance for education, awarding of scholarships etc.

ENVIRONMENT IMPROVEMENT MEASURES:

The Port has taken series of pollution mitigative measures as a Part of ISO 14001 certification. The Port declared its “Environment Management Policy” in 2001 and initiated several measures which include air pollution mitigate measures by planting about three lakh species, water pollution mitigative measures by strict enforcement of code of conduct on ships prohibiting discharge of bilge or ballast water into the harbour basin and noise pollution mitigative measures etc. In order to treat the sewage entering the city into the port waters, 10 MLD sewage treatment plant was constructed. Roads were widened and carpeted for movement of heavy cargo vehicles. An independent monitoring body viz., Pollution Control Monitoring Committee consisting of eminent environment specialists and senior citizens of the city, Port users, Municipal Officials and Naval Officials was constituted. A State of art mechanical dust suppression system at a cost of about Rs. 8 crores was commissioned on 05.06.2002.

GROWTH PLANS

Visakhapatnam Port Authority achieved highest ever cargo handling in 2024-25 with 82.62 MT, marking a new milestone. Despite global trade challenges, key cargo segments saw increased volumes.

Visakhapatnam Port Authority set a new record for steam coal discharge, aligning with India’s Maritime Vision 2030. The VPA termed it a “milestone unlocked” as it witnessed increased volumes across key cargo segments including crude oil, manganese ore, bauxite, rice and general cargo despite global trade fluctuations and logistical challenges.

Handling higher cargo is the government’s aim under the **Maritime India Vision (MIV) 2030** which is achieving through port infrastructure development, enhancing logistics efficiency, improving Indian shipbuilding tonnage, increasing coastal and waterway traffic, fostering technology innovation and policy support, promoting sustainability and global collaboration.

Visakhapatnam Port Authority has achieved a significant milestone by becoming the leading major port in India to utilize 100% renewable energy. This achievement places Visakhapatnam Port Authority in the first position among all major ports in the country, contributing to a sustainable and eco-friendly future. Under the Green Port Initiatives launched by the Ministry of Ports, Shipping, and Waterways.

Visakhapatnam Port Authority has undertaken several projects aimed at improving environmental performance and aligning with the Blue Economy's objectives. These initiatives include the establishment of a solar power plant, extensive plantations, introduction of CNG buses, and the deployment of sweeping machines. These efforts are in line with the broader **Amrit Kaal Vision 2047**, which seeks in reducing carbon emissions in Vizag City to zero. Visakhapatnam Port Authority's commitment to sustainable development and environmental responsibility underscores its leadership in green port initiatives, setting a benchmark for other ports across the nation.

CHAPTER-3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

ADMINISTRATIVE POWERS –CHAIRPERSON / DY.CHAIRPERSON / HEADS OF DEPARTMENTS

CHAIRPERSON	DY.CHAIRPERSON	HEADS OF THE DEPARTMENTS
<ul style="list-style-type: none"> • Head of the Organization • Appointing authority for Class –I & Class –II posts of Port. • Chairperson of the Board of Visakhapatnam Port Authority and Visakhapatnam Dock Labor Board. • Disciplinary Authority for Major Penalties in respect of Class-I & II officers. • Appellate Authority in respect of cases where Dy.Chairperson acted as Disciplinary /Competent authority. • Chief Vigilance Officer of the Port. 	<ul style="list-style-type: none"> • Dy. Head of the Organization • Disciplinary Authority in respect of Class-III & IV employees in the absence of regular HOD. • Also Appellate Authority for CL- III & IV employees. • Disciplinary Authority for Minor Penalties in respect of Cl.I & II officers of VPA. • Selecting Authority for Cl. II posts of the Port 	<ul style="list-style-type: none"> • Head of the Department and monitors various functions of the Department. • Personnel matters Of officers and staff of the department. • Acts as appointing and disciplinary Authority for class –III & IV.

FINANCIAL POWERS - BOARD / CHAIRPERSON / DY.CHAIRPERSON/ HoD.

NATURE OF WORK	BOARD	CHAIRPERSON / DY.CHAIRPERSON/ HoD.
Execution of contracts	Full powers	Chairperson- Rs.10 Crores. Dy.Chairperson-Rs.5 Crores. HoD – Rs. 1 Crore. The financial limits are with reference to the total size of the contract which may include budgetary support, internal resources, loan etc. and is part of the scheme approved.
Charge expenditure to capital	Rs.200 Crores	Chairperson- Rs.10 Crores. Dy.Chairperson-Rs.5 Crores. HoD – Rs. 1 Crore. The financial limits are with reference to the total size of the contract which may include budgetary support, internal resources, loan etc. and is part of the scheme approved.

Works requiring sanction of Board or Central Government.	Rs.200 Crores	<p>Chairperson- Rs.10 Crores. Dy.Chairperson-Rs.5 Crores. HoD – Rs. 1 Crore.</p> <p>➤ The delegated power will be subject to the condition that the tenders will be evaluated / scrutinized by a duly constituted tender committee of officers which FA & CAO of the Port Authority shall be one of the members.</p> <p>➤ The financial limit is with reference to the total size of the work and is part of the scheme approved.</p>
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FINANCIAL POWERS ON WORKS & PROCUREMENT MATTERS:

SL. No	NATURE OF POWER	LIMITS
01	Purchase of Stores & Medicines	<p>Chairperson : Full power</p> <p>Dy.Chairperson : Upto Rs.3 Lakhs (Upto 1 Lakh through spot purchase)</p> <p>HoD's : up to 50,000 (Upto 20,000 through spot purchase)</p>
02	To incur expenditure on repairs and maintenance including annual AMCs	<p>Chairperson : Full Powers</p> <p>Dy.Chairperson: Rs.2,00,000/-</p> <p>HoD's : Rs.25,000/-</p> <p>Dy.HoD's : Rs.10,000/-</p>
03	Grant of Extension of time to the contracts awarded	<p>Chairperson : Full powers upto contract value Rs.10 Crore.</p> <p>Dy.Chairperson : Full powers contract value Rs. 1 Crore.</p> <p>HoD's : Full powers subject to recovery of LD, as per the contract.</p>

For more information regarding the delegation of powers please go through the Government of India Ministry of Shipping (port wing). Letter dated. F.No.17011/1/2005-PG Dated.11.02.2015.

DUTIES AND RESPONSIBILITIES

Designation	Duties and Responsibilities
DY. CONSERVATOR	Conservation of port waters, planning and monitoring of Pilotage, Maintenance dredging, Hydrographic surveys, Fire services, Navigational aids
TRAFFIC MANAGER	Planning and monitoring of cargo handling operations viz. Allotment of berths, Allotment of hooks, Arranging for cargo handling Operations including labour engagement, Allotment of transit and storage facilities, Monitoring performance of vessels Arranging for rail movement of cargo to and from the stack yards in co-ordination with the Railways Attending to the inspection of docks, railway yards, Fishing harbour and initiate measures for improving the performance. Appraisal of vessel performance on Daily basis to Chairperson/Dy.Chairperson and resolve any co-ordination issues with relevant departments. Issue of licenses with respect to stevedoring, ship repairing, ship chandelling and license etc.
JOINT DIRECTOR (R&P)	Development of MIS on port operations and formulation of traffic forecast. Formulation of annual plans and five year plans. Reparation of capital budget report and administration report. Formulation of port tariff. Preparation of investment appraisal reports. Organizing trade meets. Replies to parliament questions. Preparation of draft MOU, material for PLBS. Preparation of background material and information notes for the visits of parliamentary standing committees, public accounts committee etc. Preparation of notes for port Chairperson conference, scope shipping etc. Induction of information technology. Economic studies and Library
CHIEF MECHANICAL ENGINEER	Planning, procurement, installation and operation, maintenance and repairs of Equipment in Port workshop, Dock yard workshop, Mobile Crane complex, Electrical Maintenance, Broad Gauge Locos, Motor Vehicles Section, Floating Crafts Section, Off Shore Tanker Terminal, Fishing Harbour, Slipway and Ore Handling Complex.
MATERIALS MANAGER	Procurement of materials, Stocking, issue of materials to internal departments, Disposal of scrap / surplus / second hand items.

CHIEF ENGINEER	Planning, development and maintenance of Civil Engineering infrastructure including construction and maintenance of Jetties, Wharves, Ware houses, Buildings, Bridges, Roads & Drains, Break waters, Water supply, Railway system including laying and maintenance of Railway tracks, Environmental issues including sewage treatment plant and estate matters
MATERIALS MANAGER	Procurement of materials, Stocking, issue of materials to internal departments, disposal of scrap / surplus / second hand items.
FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER	Collection and accounting of Authority's receipts, Scrutiny of works estimates, tenders and agreements and passing of bills for works done. Process proposals for procurement of stores Pre-audit and arranging payment of pay and allowances and advances. Analytical study of costs, fixation of rates Borrowings and investments of funds and reserves. Maintain the accounts of all capital assets. Check the initial accounts of the Departments. Maintain provident fund accounts. Remittance of income tax, insurance premium. Scrutinize the proposals of Departments for creation of posts and work study
SECRETARY	Industrial relations, Union matters, conciliations, adjudications. Establishment and Personnel matters of CI-I & CI- II Officers of the Port and CI-III & IV staff of the Personnel Department. He liaison with the Ministry on Personnel & I.R. matters. Public relations, Legal matters, maintenance and allotment of auditorium and stadiums at sports complex maintenance and allotment of port guest houses, board matters, signing of vakalats and affidavits and agreements and implementation of official language, issue of photo identity cards.
CHIEF MEDICAL OFFICER	Providing medical facilities to the working/ retired Port Officers, Employees and their families. Procurement of drugs and surgical equipment. Providing sanitation facilities at all the Port Offices and Housing colonies.

CHAPTER -4

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

VISAKHAPATNAM PORT EMPLOYEES SERVICE REGULATIONS

1.	Visakhapatnam Port Authority Employees (Temporary Services) Regulations –1991
2.	Visakhapatnam Port Authority Employees (Conduct) Regulations –1964
3.	Visakhapatnam Port Authority Employees (Recruitment, Seniority and Promotions) Amendment Regulations-2009
4.	Visakhapatnam Port (Authorization of Pilots) Regulations –1964
5.	Visakhapatnam Port Authority Employees (Welfare Fund) Regulations –1967
6.	Visakhapatnam Port Authority Employees (Classification, Control & Appeal) Regulations –1968
7.	Visakhapatnam Port Authority Employees (Allotment of residences) Regulations –1968
8.	The Class-I Officers of the Visakhapatnam Port (Acceptances of Employment after Retirement) Regulations –1970
9.	Visakhapatnam Port Authority Employees (Compassionate Fund) Regulations –1970
10.	Visakhapatnam Port Authority Employees (Family Security) Regulations –1976
11.	Visakhapatnam Port Authority Employees (Retirement) Regulations –1989
12.	Visakhapatnam Port Authority Employees (Educational Assistances) Regulations –1990
13.	Visakhapatnam Port Authority Employees (Festival Advances) Regulations –1991
14.	Visakhapatnam Port Authority Employees (Contribution Outdoor & Indoor Medical benefits after Retirement) Regulations –1992
15.	Visakhapatnam Port Authority (Recruitment of Heads of Departments) Regulations - 1991
16.	Visakhapatnam Port Authority Employees (Leave) Regulations –1992
17.	Visakhapatnam Port Authority Employees (Leave Travel Concession) Regulations –1993
18.	Visakhapatnam Port Employees (General Provident Fund) Regulations –1993
19.	Visakhapatnam Port Employees (Grant of Advances for Purchase of Conveyance) Regulations-1993

LIST OF ACTS:

1.	Indian Ports Act –1908
2.	Major Port Authority's Act –2021
3.	Industrial Disputes Act –1947
4.	Dock Workers (Regulations of Employment) Act –1948
5.	Merchant Shipping Act –1968
6.	Customs Act –1962
7.	Contract Labor Regulations and Abolition Act –1970
8.	Dock Workers (Safety, Health and Welfare) Act –1986
9.	Trade Unions Act –1926
10.	Payment of Wages Act –1936
11.	Payment of Gratuity Act –1972

12.	A.P. Factory Rules –1960
13.	Visakhapatnam Municipal Corporation Act –1979
14.	A.P. NALA Act –1963
15.	Motor Vehicles Act –1980
16.	Workmen Compensations Act - 1923
17.	Indian Contract Act –1872
18.	The Right to Information Act-2005
19.	Income Tax Act – 1961
20.	Finance Act – 2020

LIST OF RULES:

1.	Fundamental Rules & Supplementary Rules
2.	Major Port Authority (Adaptation of Rules) Regulations 1964
3.	Major Port Authority (Procedure at Board Meetings) Rules 1981
4.	Major Port Authority (Payment of Fees and Allowances to Authority's) Rules 1981
5.	Harbour Craft Rules
6.	CCS Pension Rules

These documents are under the control of the following and can be had on written request which will be decided on a case to case basis:

1. Secretary, Visakhapatnam Port Authority, Visakhapatnam-530 035.
2. Law Officer Gr-I, Visakhapatnam Port Authority, Visakhapatnam –530 035.
3. Asst. Secretary Gr-I (Board), Visakhapatnam Port Authority, Visakhapatnam-530 035.

CHAPTER - 5

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF.

5.1 & 5.2

The Board of Visakhapatnam Port Authority which is the policy making body has representation from workers, user agencies defense, Railways, Customs besides other interests.

All policies relating to Industrial Relations in respect of Class-III & IV, policies with respect to cargo handling operations are discussed with labor union/ trade where their interests are attracted as a part of decision making process before agenda items are set for the deliberations in Board of Members meeting of the Visakhapatnam Port Authority.

CHAPTER-6

A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

VISAKHAPATNAM PORT AUTHORITY
INFORMATION ABOUT THE OFFICIAL DOCUMENTS.

SL. NO	NAME OF THE DOCUMENT	PROCEDURE TO OBTAIN THE DOCUMENT	HELD BY/UNDER CONTROL OF
1	Annual Administration Report	Written Request	Secretary
2	Revenue Budget	Written Request	FA&CAO
3	Capital Budget	Written Request	Jt. Director(R&P)
4	Schedule of Staff	Written Request	FA&CAO
5	Scale of Rates	Written Request	Traffic Manager
6	Delegation of Powers	Written Request	Secretary
7	Berthing Programme	Written Request	Traffic Manager
8	Port View	Written Request	Jt. Director(R&P)
9	Sagarika	Written Request	Secretary
10	Recruitment Rules	Written Request	Secretary
11	Recruitment Policy	Written Request	Secretary
12	Matters relating to Establishment and personnel	Written Request	Secretary
13	Trade union check off results	Written Request	Secretary
14	Recruitment Rules	Written Request	Secretary
15	Land policy guide lines issued by the Govt. of India	Hosted on VPA website	Secretary
16	Tender documents of civil works and land allotment including NIT, Revision, Amendments etc.	Hosted on VPA website	Secretary

CHAPTER-7

A STATEMENT OF BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES CONSTITUTED AS ITS PART

**INFORMATION OF BOARD & SUB COMMITTEES OF THE AUTHORITIES
OF VISAKHAPATNAM PORT AUTHORITY**

V.P.E. WELFARE FUND ADVISORY COMMITTEE:

1	Name and Address of the affiliated body	V.P.E. Welfare Fund Advisory Committee, Visakhapatnam Port Authority, Visakhapatnam 530 035.
2	Type of Affiliated body (Board, Council, Committees and other bodies.	Welfare Committee
3	Brief introduction of the affiliated body	To promote welfare measures to the employees and Officers of VPA.
	a) Establishment year	1967
	b) Objective	To promote welfare measures to the employees and Officers of VPA.
	c) Main activity.	To provide Welfare measures and to promote Sports and cultural activities for the benefit of Port employees and their families and also to provide amenities to the employees and Officers of VPA in the Port Housing colonies.
	d)Role of the affiliated body (Advisory / Managing / Executive / Others)	Advisory
	e) Structure and member composition	15
	f) Head of the Body	Dy. Chairperson, Visakhapatnam Port Authority
	g) Address of main office and its Branches	Secretary, General Administration Department, Visakhapatnam Port Authority, Visakhapatnam –530 035, Andhra Pradesh (India)
	h) Frequency of Meetings	At least once in 3 months
	i) Can public participate in the meetings	No
	j) Are minutes of the meetings prepared	Yes
	k)Are minutes of the meetings available to the public? if yes, please provide information about the procedure to obtain them.	To be decided

H.R.D.C GOVERNING BODY:

1.	Name and Address of the affiliated Body	HRDC Governing body and Advisory Committee
2.	Type of Affiliated body (Board, Council, Committees and other bodies)	Committee
3.	Brief introduction of the affiliated body	To improve skills of the employees and officers to improve the overall performance of the VPA.
	a) Establishment year	28-05-1977
	b) Objective	To improve skills of the employees and officers to improve the overall performance of the VPA.
	c) Main activity	To impart training to the employees as well as Officers of VPA and VDLB. Sponsoring employees as well as Officers of VPA & VDLB to the various training programmes.
	d) Role of the affiliated body (Advisory / Managing / Executive / Others)	Advisory
	e) Structure and member composition	20
	f) Head of the Body	Chairperson
	g) Address of main office and its Branches	HRDC, 5 th Floor of Ambedkar Bhavan, Visakhapatnam Port Authority, Visakhapatnam-35.
	h) Frequency of Meetings	4 months
	i) Can public participate in the meetings	No
	j) Are minutes of the meetings prepared	Yes
	k) Are minutes of the meetings Available to the public? if yes, please provide information about the procedure to obtain them.	To be decided

QUARTERS COMMITTEE:

1	Name and Address of the affiliated body	V.P.E. Quarters committee. Visakhapatnam Port Authority, Visakhapatnam –35.
2	Type of Affiliated body (Board, Council, Committees and other bodies.	COMMITTEE
3	Brief introduction of the affiliated body	For allotment of quarters in various locations to the CI.III & IV employees of VPA.
	a) Establishment year	---
	b) Objective	For allotment of quarters in various locations to the CI-III & IV employees of VPA.
	c) Main activity	---
	d) Role of the affiliated body (Advisory / Managing /Executive / Others	Advisory
	e) Structure and member composition	19 members
	f) Head of the Body	Chief Engineer
	g) Address of main office and its Branches	Visakhapatnam Port Authority, Visakhapatnam –35.
	h) Frequency of Meetings	1 months
	i) Can public participate in the meetings	No
	j) Are minutes of the meetings prepared	Yes
	K) Are minutes of the meetings available to the public? if yes, please provide information about the procedure to obtain them.	To be decided

SUSPENSION REVIEW COMMITTEES:

1.	Name and Address of the affiliated body	Suspension Review Committees
2.	Type of Affiliated body (Board, Council, Committees and other bodies	Committee
3.	Brief introduction of the affiliated body	To review the suspension cases from Cl.I to Cl.IV.
	a) Establishment year	Yet to start functioning. The official gazette notification is awaited.
	b) Objective	To review the suspension cases from Cl.I to Cl.IV.
	c) Main activity	
	d) Role of the affiliated body (Advisory / Managing / Executive / Others	Recommendatory
	e) Structure and member composition	3
	f) Head of the Body	1) Class- I & II –in case of Minor Penalties – Chairperson. 2) Class-III & IV –Where HoD is Disciplinary Authority –Dy.Chairperson 3) Class-III & IV where Dy.Chairperson acts as Competent Authority in the absence of HoD as Disciplinary Authority – Chairperson. 4) Class- I & II –In case of Major Penalties – to be Constituted by the Chairperson. 5) Heads of Departments –Both in cases of Major / Minor Penalties to be Constituted by the Ministry.
	g) Address of main office and its Branches.	Visakhapatnam Port Authority, Visakhapatnam –35.
	h) Frequency of Meetings	Depends
	i) Can public participate in the meetings	No
	j) Are minutes of the meetings prepared	No
	k) Are minutes of the meetings available to the public? if yes, please provide information about the procedure to obtain them.	To be decided.

COMMITTEE FOR SELECTIONS for CLASS.I, II, III & IV :

1	Name and Address of the affiliated body		Selection Committee for CI-I, II ,III & IV,	
2	Type of Affiliated body (Board, Council, Committees and other bodies.		Committee	
3	Brief introduction of the affiliated body		To assess the suitability and performance of the candidates appearing for selection to various posts in VPA	
	a) Establishment year		Since inception of RS & P Amendment Regulations, 2009.	
	b) Objective		To assess the suitability and performance of the candidates appearing for selection to various posts in VPA.	
	c) Main activity			
	d) Role of the affiliated body (Advisory /Managing / Executive / Others)		---	
	e) Structure and Member Composition:			
	<u>Class-I</u> 1) Chairperson 2) Dy.Chairperson 3) HoD in charge of the Dept in which the vacancy occurs 4) HoD in charge of the Personnel 5)Representative of SC/ST & OBC Nominated by the Chairperson.	<u>Class-II</u> 1)Dy.Chairperson 2) HoD in charge of the Dept in which the vacancy occurs 3) HoD in charge of the Personnel 4)Representative of SC/ST & OBC Nominated by the Chairperson	<u>Class-III & IV (Common categories</u> 1) Dy.Chairperson or in his absence, HoD nominated by the Chairperson. 2) HoD in charge of the Personnel 3) A Senior Officer in the grade not below 80000-220000 nominated by the Chairperson. 4) Representative of SC/ST & OBC Nominated by the Chairperson.	<u>Class-III & IV Uncommon Categories</u> 1) HoD where the Vacancy arises 2) HoD in charge of the Personnel 3) A Senior Officer of the Concerned Divison in the grade not below Rs 80000-220000 nominated by the Chairperson. 4) Representative of SC/ST & OBC Nominated by the Chairperson.
	f) Head of the Body		1) Chairperson in case of CI-I posts. 2) Dy.Chairperson in case of CI-II posts. 3) Concerned HoD in case of CI-III & IV posts.	
	g) Address of main office and its Branches		Administrative Office Building, Visakhapatnam Port Authority, Visakhapatnam –35.	
	h) Frequency of Meetings		Subject to occurrence of the vacancy.	
	i) Can public participate in the meetings		No	
	j) Are minutes of the meetings prepared		Yes	
	k) Are minutes of the meetings available to the public? if yes, please provide information about the procedure to obtain them.		To be decided.	

COMMITTEE FOR PORT EDUCATIONAL SOCIETY:

1. Name and Address of the affiliated body	Visakhapatnam Port Educational Society, Visakhapatnam Port Authority, Visakhapatnam-35.
2. Type of Affiliated body (Board, Council, Committees and other bodies)	Committee
3. Brief introduction of the affiliated body	To promote Education among the Children of Port & DLB employees in the residential areas of VPA.
a) Establishment year	1977
b) Objective	To promote Education among the children of Port & DLB employees in the residential areas of VPA.
c) Main activity	
d) Role of the affiliated body (Advisory / Managing / Executive / Others.	Executive
e) Structure and member composition	6
f) Head of the Body	Secretary
g) Address of main office and its Branches	Secretary& President, VPES, Visakhapatnam Port, Authority, Visakhapatnam –35
h) Frequency of Meetings	Once in a month.
i) Can public participate in the meetings	No
j) Are minutes of the meetings prepared	Yes
k) Are minutes of the meetings available to the public? if yes, please provide information about the procedure to obtain them	To be decided

COMMITTEE FOR CANCELLATION OF KALYANAMANDAPAM IF ANY IRREGULARITIES FOUND IN ALLOTMENT.

1.	Name and Address of the affiliated body.	Committee for cancellation of Kalyanamandapam, Visakhapatnam Port Authority, Visakhapatnam-35.
2.	Type of Affiliated body (Board, Council, Committees and other bodies	Committee
3.	Brief introduction of the affiliated body	To allot Sri Sita Rama Kalyanamandapam of VPA to the employees and officers of VPA & VDLB and also to the Pool Khallasi's in proper manner without any irregularities. Further, the committee will cause an examination after Cancellation of Kalyanamandapam.
	a) Establishment year	2005
	b) Objective	To allot Sri Sita Rama Kalyanamandapam of VPA to the employees and officers of VPA & VDLB and also to the Pool Khallasi's in proper manner without any irregularities. Further, the committee will cause an examination after.
	c) Cancellation of Kalyanamandapam.	Cause an examination after cancellation of Kalyanamandapam.
	d) Role of the affiliated body (Advisory / Managing / Executive / Others)	Advisory
	e) Structure and member composition	3
	f) Head of the Body	Secretary/ C.V.O. / FA & CAO
	g) Address of main office and its Branches	Secretary, General Administration Department, Visakhapatnam.
	h) Frequency of Meetings	Depends
	i) Can public participate in the meetings	No
	j) Are minutes of the meetings prepared	No
	k) Are minutes of the meetings Available to the public? if yes, please provide information about the procedure to obtain them.	To be decided

COMMITTEE FOR REVIEWING THE CASES OF CLASS.I AND II OFFICERS AND CLASS.III & IV EMPLOYEES BEYOND 50 / 55 YEARS OF AGE OR 30 YEARS OF SERVICE IN EMPLOYMENT – PREMATURE RETIREMENT.

1	Name and Address of the affiliated body	Committee for reviewing the cases of Class. I and II officers and Class.III & IV employees beyond 50 / 55 years of age or 30 years of service in employment – premature retirement, Visakhapatnam Port Authority, Visakhapatnam-35.
2	Type of Affiliated body (Board, Council, Committees and other bodies.	Committee
3	Brief introduction of the affiliated body	To review the cases of CI-I to IV employees under the provision of FR.56 (j) To examine the continuity in service.
	a) Establishment year	2005
	b) Objective	To review the cases of CI-I to IV employees under the provision of FR.56 (j) To examine the continuity in service.
	c) Main activity	
	d) Role of the affiliated body (Advisory /Managing / Executive / Others)	Recommendatory
	e)Structure and member composition	<p>➤ <u>For Dy.HoD and HoD level officers:</u></p> <p>a) Secretary (PSW)- Chairman.</p> <p>b) Joint Secretary (PHRD)- Member</p> <p>c) Chief Vigilance Officer of the Ministry –Member</p> <p>➤ <u>For the cases below Dy.HoD level:</u></p> <p>a)Chairperson / Dy.Chairperson- Chairman</p> <p>b)HoD of the respective division- Member</p> <p>c) Chief Vigilance Officer of respective port – Member</p>
	f) Head of the Body	1) Ministry for Dy.HoD and HoD level officers 2) Chairperson for the cases below Dy.HoD level.
	g) Address of main office and its Branches	Administrative Office Building, Visakhapatnam Port Authority, Visakhapatnam-530035.
	h) Frequency of Meetings	Subject to crossing of the age mentioned above.
	i) Can public participate in the meetings	No
	j) Are minutes of the meetings prepared	Yes
	k) Are minutes of the meetings available to the public? if yes, please provide information about the procedure to obtain them	To be decided

DEPARTMENTAL PROMOTION COMMITTEE FROM CLASS-I TO CLASS-IV

1.	Name and Address of the affiliated body	Departmental Promotion Committee, Visakhapatnam Port Authority, Visakhapatnam-35.		
2.	Type of Affiliated body (Board, Council, Committees and other bodies.	Committee		
3.	Brief introduction of the affiliated body	To assess the suitability and performance of the candidates for promotion to various posts.		
	a) Establishment year	---		
	b) Objective	To assess the suitability and performance of the candidates for promotion to various posts.		
	c) Main activity			
	d) Role of the affiliated body (Advisory / Managing / Executive / Others.	Recommendatory		
	e) <u>Structure and member composition:</u>			
	<u>Class-I</u>	<u>Class-II</u>	<u>Class-III & IV (Common categories</u>	<u>Class-III & IV Uncommon Categories</u>
	1)Chairperson 2)Dy.Chairperson 3) HoD in charge of the Dept in which the vacancy occurs 4) HoD in charge of the Personnel 5)Representative of SC/ST & OBC Nominated by the Chairperson.	1)Dy.Chairperson 2) HoD in charge of the Dept in which the vacancy occurs 3) HoD in charge of the Personnel 4)Representative of SC/ST & OBC Nominated by the Chairperson	1) Dy.Chairperson or in his absence, HoD nominated by the Chairperson. 2) HoD in charge of the Personnel 3) A Senior Officer in the grade not below 80000-220000 nominated by the Chairperson. 4) Representative of SC/ST & OBC Nominated by the Chairperson.	1) HoD where the Vacancy arises 2) HoD in charge of the Personnel 3) A Senior Officer of the Concerned Division in the grade not below Rs 80000-220000 nominated by the Chairperson. 4) Representative of SC/ST & OBC Nominated by the Chairperson.
	f) Head of the Body	1) Chairperson in case of CI-I posts. 2) Dy.Chairperson in case of CI-II posts. 3) Concerned HoD in case of CI-III & IV posts.		
	g) Address of Main office and its Branches	Administrative Office Building, Visakhapatnam Port Authority, Visakhapatnam-530035		
	h) Frequency of Meetings	Subject to occurrence of vacancy		
	I) Can Public participate in the Meetings	No		
	j) Are Minutes of the Meetings prepared	Yes		
	k) Are Minutes of the Meetings available to the Public? if yes, please provide information about the Procedure to obtain them.	To be decided		

MEDICAL BOARD

1	Name and Address of the affiliated body	Medical Department, Golden Jubilee Hospital, Visakhapatnam Port Authority, Salagramapuram, Visakhapatnam - 530024
2	Type of Affiliated body (Board, Council, Committees and other bodies)	Medical Board / VPA
3	Brief introduction of the affiliated body	Medical Board is constituted from the inception of the Port Hospital. Medical Board will examine the employees who are having medical problems.
	a) Establishment year	---
	b) Objective	Examination of 1st appointment cases, Medical Invalidation Cases, Medical calls, Periodical Health checkups, cases referring on health grounds for empaneled hospitals.
	c) Main activity	
	d) Role of the affiliated body (Advisory / Managing / Executive / Others.	Advisory
	e) Structure and member composition	Consisting of CMO and Chairperson of the Medical Board, Physician, Surgeon and Ophthalmologist.
	f) Head of the Body	CMO / VPA
	g) Address of main office and its Branches	Medical Department, Golden Jubilee Hospital, Visakhapatnam Port Authority, salagramapuram, Visakhapatnam - 530024
	h) Frequency of Meetings	Twice in a Month (alternate weeks)
	l) Can public participate in the meetings	No
	j) Are minutes of the meetings prepared	No
	k) Are minutes of the meetings available to the public? if yes, please provide information about the procedure to obtain them	No

CHAPTER - 8

The NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

VISAKHAPATNAM PORT AUTHORITY

In exercise of the powers conferred by sub-section
(1) of Section 5 and sub-section (1) of Section 19 of
“THE RIGHT TO INFORMATION ACT, 2005”,

The following Officers are designated as Public
Information Officers (PIOs) and Asst. Public Information
Officers (APIOs) and Appellate Authorities for
Visakhapatnam Port Authority,
Visakhapatnam.

LIST OF PIOS DESIGNATED UNDER RTI ACT, 2005

Name Of the Department	Name of PIO's Shri/Smt.	Tel. No.	Dealing subject
Vigilance	Sri. Baloji, Dy. C.V.O	2873919	Port vigilance matters.
General Administration Department	Sri V.Ajay Teja Assistant Secretary Gr-I	2873134	Personnel & Industrial relations, Board matters and Port visits.
Accounts	Sri. S.Srinivas Rao, Dy.CAO	2873224	Financial performances accounting systems, pension grievances
Civil Engineering	Sri M.HARIYA Chief Engineer i/c	2873333	Land Matters and other Civil Engineering contracts.
Mechanical& Engineering	Sri. R.N. Hari Krishna Chief Mechanical Engineer	2873210 2873400	All matters relating to Mechanical & Electrical Engineering Department including M.M Division
Marine	Capt. T.Srinivas Dy. Conservator	2875500	Marine operations, Firefighting, maintenance Dredging, marine survey, pilotage and issues of licenses For marine operations.
Traffic	Sri.Ram Sekhar Yaaji Ganta Traffic Manager	2873726	Day to day activities relating to Shipping and Railways issues both commercial operational, Tariff related issues, matters relating to issue of licenses and allotment of storage space, general information on Port facilities, port Plans, Port Statistics, NMDP projects. Board matters, Personnel and Industrial relations, Employee/ worker grievances, financial performances, accounting systems, pension grievances, medical facilities, matters relating to Cargo Handling Operations, land matters and Civil Engineering contracts, Annual Maintenance Contracts, Procurement of stores, disposal of equipment And related issues, Registration/ Visiting employers
Medical	Dr. Usha Devi Chief Medical Officer	2876100	All matters relating to medical treatment and facilities.

APPELLATE AUTHORITY UNDER RTI ACT, 2005

SL.No	NAME OF THE OFFICER	DESIGNATION	TEL. NO	SUBJECT MATTER
01	Shri Durgesh Kumar Dubey,I.R.T.S	Dy.Chairperson	2873104	He shall deal with appeals preferred by applicants whose request for information Is rejected by the PIO

LIST OF APIOS DESIGNATED UNDER RTI ACT, 2005

Name Of the Deptt.	Name of APIO S/Shri/Smt.	Tel. No.	Dealing subject
Traffic	Sri. B.Sunita. Dy. Traffic Manager	2873544	Day to day activities relating to Shipping, commercial/operational Tariff related issues, matters relating to issue of licenses and allotment of storage space general information on Port facilities, Port plans, Port statistics NMDP Projects. Day to day activities relating to Shipping, commercial/operational Tariff related issues, matters relating to issue of licenses and allotment of storage space general information on Port facilities, Port Plans, Port statistics NMDP Projects.

CHAPTER-9

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

- 9.1 What is the procedure followed to take a decision for various matters?
(A reference to secretariat manual and rule of business manual, and other rules/regulations etc. can be made)

AS PER THE R S & P AMENDMENT REGULATIONS, 2009.

- 9.2 What are the documented procedures / laid down procedures / Defined Criteria/ rules to arrive at a particular decision for important matters?
What are different levels through which a decision process moves?

AS PER THE R S & P AMENDMENT REGULATIONS, 2009.

- 9.3 What are the arrangements to communicate the decision to the public?

NEWS PAPER / LETTERS/ WEBSITE.

- 9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

CHAIRPERSON, DY.CHAIRPERSON, SECRETARY, F.A. & C.A.O., concerned HODs, AUTHORITEES representing LABOUR AND OTHER AUTHORITEES IN THE BOARD OF VPA

- 9.5 Who is the final authority that vets the decision?

BOARD MEMBERS OF VPA.

- 9.6 Important matters on which the decision is taken by the public authority.

Subject on which the decision is to be taken	Recruitment policy, amendment of RRs and changes in service conditions if any.
Guide line / Direction, if any	Regulations
Process of Execution	Implementation of amendments and instructions if any received from the Ministry
Designation of the Officers involved in decision making	Concerned HOD, FA&CAO, Secretary, Dy. Chairperson, Chairperson, Authorities representing Labor and other Authorities
Contact information of above mentioned officers	Visakhapatnam Port Authority, Visakhapatnam –530 035.
If not satisfied by the decision, where and how to appeal	Chairperson, Visakhapatnam Port Authority.

ENGINEERING DEPARTMENT:

Subject on which the decision is to be taken	Allotment of Port Lands
Guide line / Direction, if any	Govt. Guidelines issued from time to time
Process of Execution	Tender process
Designation of the Officers involved in decision making	Chairperson / VPA Board / Ministry
Contact information of above mentioned officers	Furnished in the Chapter –10
If not satisfied by the decision, where and how to appeal	Chairperson / Dy. Chairperson, Visakhapatnam Port Authority, Visakhapatnam

TRAFFIC DEPARTMENT:

Subject on which the decision is to be taken	Allotment of berths
Guide line / Direction, if any	As per the instructions for priorities received from the Govt., and as per the procedure decided during the meetings with the trade from time to time
Process of Execution	Allotments will be decided during the daily berthing meetings with the trade
Designation of the Officers involved in decision making	Traffic Manager along with other Senior Officers of the Traffic Department
Contact information of above mentioned officers	Furnished in Chapter-10
If not satisfied by the decision, where and how to appeal	Chairperson/ Dy.Chairperson, Visakhapatnam Port Authority, Visakhapatnam

Subject on which the decision is to be taken	Granting fresh license / renewal for storage space
Guide line / Direction, if any	First come first serve basis depending on the arrival date of the vessel.
Process of Execution	By written application from the party
Designation of the Officers involved in decision making	Traffic manager
Contact information of above mentioned Officers	Furnished in Chapter-10
If not satisfied by the decision, where and how to appeal	Chairperson/ Dy.Chairperson, Visakhapatnam Port Authority, Visakhapatnam

Subject on which the decision is to be taken	Issue of License for undertaking stevedoring operations
Guide line / Direction, if any	Provisions of the MPA Act, 2021 and the rules & regulations framed there under.
Process of Execution	License is issued subject to fulfillment of the conditions laid down
Designation of the Officers involved in decision making	Traffic Manager
Contact information of above mentioned officers	As mentioned in Chapter-10
If not satisfied by the decision, where and how to appeal	Chairperson/Dy.Chairperson, Visakhapatnam Port Authority, Visakhapatnam

ALLOTMENT OF QUARTERS:

Subject on which the decision is to be taken	Allotment of quarters
Guide line / Direction, if any	VPA Employees (Allotment of residencies) Regulations, 1968.
Process of Execution	<p>Employee has to make a representation in the prescribed proforma to the Secretary, Quarters Committee through concerned HOD. It will be registered in the seniority list. Subject to vacancy and seniority quarters will be allotted after having finalized in the quarters committee meeting.</p> <p>In respect of Officers, Officer has to make a representation in the prescribed proforma to the Chairperson through concerned HOD. It will be registered in the seniority list. Subject to vacancy and seniority quarters will be allotted.</p>
Designation of the Officers involved in decision making	<ol style="list-style-type: none">1. Quarter's committee in respect of CI-III & IV employees in consultation with C.E.2. Chairperson, Dy.Chairperson, C.E. and Secretary
Contact information of above mentioned Officers.	Administrative Office Building, Visakhapatnam Port Authority, Visakhapatnam –530 035.
If not satisfied by the decision, where and how to appeal	Chairperson/Dy.Chairperson, Visakhapatnam Port Authority, Visakhapatnam

ALLOTMENT OF KALYANAMANDAPAM:

Subject on which the decision is to be taken	Allotment of Kalyamandapam.
Guide line / Direction, if any	Established procedure.
Process of Execution	<ol style="list-style-type: none">1) Employees/retirees/outside rs have to enquire about the vacancy position.2) (i) Employees have to make a representation within a period of 6 months from the date of allotment. (ii) Retirees have to make a representation within a period of 6 months from the date of allotment. (iii) Outsiders have to make a representation within a period of 2 months from the date of allotment.3) If vacant, the above categories has to make a representation in the prescribed proforma to the Manager (Ops.) through concerned HOD.4) It will be registered in the register and note will be processed for allotment.5) After necessary payment, allotment will be made in favour of the employees.
Designation of the Officers involved in decision making	Secretary
Contact information of above mentioned officers	Secretary, Visakhapatnam Port Authority, Visakhapatnam –530 035.
If not satisfied by the decision, where and how to appeal	Chairperson / Dy. Chairperson, Visakhapatnam Port Authority, Visakhapatnam

CHAPTER - 10

DIRECTORY OF OFFICERS AND EMPLOYEES

ADDRESS:**ADMINISTRATIVE OFFICE BUILDING VISAKHAPATNAM PORT AUTHORITY**
VISAKHAPATNAM –530 035.**STD CODE: 91-0891****FAX 2565023**eMail: info@vizagport.com

SL. NO.	NAME	DESIGNATION	PHONE NUMBER
1.	Shri. M.ANGAMUTHU, IAS	CHAIRPERSON	OFFICE
			2873102/ 2562758
2.	Shri. D.DURGESH KUMAR, IRTS	DY.CHAIRPERSON	2873104/ 2565456
3.	PS LINGESWARA SWAMI, I.O.F.S	CHIEF VIGILANCE OFFICER	2873041
4.	T. VENUGOPAL	SECRETARY	2873800
5.	D. RAMANA MURTHY	F.A.&C.A.O.	2873500
6.	N. SRI RAMA CHANDRA MURTHY	CHIEF ENGINEER	2873333
7.	T. SRINIVAS	DY. CONSERVATOR	2875500
8.	R.N.HARI KRISHNA	CHIEF MECH. ENGG.	2873400
9.	DR USHA DEVI	CHIEF MEDICAL OFFICER	2876100
10.	RAM SEKHAR YAAJI GANTA	TRAFFIC MANAGER	2873726

CHAPTER – 11

THE MONTHLY
REMUNERATION
RECEIVED BY
EACH OF ITS
OFFICER AND ITS
EMPLOYEES,
INCLUDING THE
SYSTEM OF
COMPENSATION AS
PROVIDED IN
REGULATIONS

SL.No	SCALE OF PAY	CATEGORY	MEAN MONTHLY
			REMUNERTION
1.	144200-218200	CHAIRPERSON	86100
2.	130600 -215900	DY.CHAIRPERSON	71350
3.	123100-215900	CHIEF VIGILANCE OFFICER	69250

GENERAL ADMINISTRATION:

SL.No	SCALE OF PAY	CATEGORY	MEAN MONTHLY REMUNERTION ()
1.	120000-280000	Secretary	62150
2.	80000-220000	Sr. Personnel Officer	45450
3.	50000-160000	Dy. Personnel Officer, Welfare Officer Gr-I, Director (HRDC), Hindi Officer, Asst. Secretary Gr-I, Law Officer Gr-I. P.S. to Chairperson, P.S. to Dy. Chairperson.	33550
4.	40000-140000	Asst. Director (HRDC) (CI-II), Asst.Secretary Gr-II, Asst.Law Officer, Sports Officer, Asst Vigilance Officer Gr-II, P.A. to HoD, Junior Hindi Officer.	28450
5.	51500-128400	Office Superintendent, Legal Assistant, Stenographer "A", Vigilance Assistant, Sr.Labour Welfare Inspector.	23000
6.	45800-121300	Head Assistant, Typing Superintendent, Stenographer B.	21450
7.	41800-117600	Sr. Assistant, Sr.Telephone Operator, Head Typist, Jr.Labour Welfare Inspector,	20200
8.	38600-99700	Jr.Assistant, Telephone Operator, Senior Typist, Stenographer C, Hindi Translator.	17950
9.	35500-86300	Clerk / Typist	15700
10.	34100-82900	Jr. Clerk	15100
11.	32600-79100	Helper to Cook	14250
12.	31500-74300	Record Sorter, D.M.O.	13450
13.	30700-72300	Naik, Duffry	13150
14.	29500-62000	Peon, Messenger, Office Attender Gr-III, Khallasi (Sports)	11800

F.A. & C.A.O.

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY
			REMUNERTION (`)
1.	120000 - 280000	F.A. & C.A.O.	62150
2.	80000 - 220000	Sr. Dy. C.A.O.	45450
3.	60000 - 120000	Dy. C.A.O.	37700
4.	50000-160000	Sr. Accounts Officer	33550
		Accounts Officer Gr-I	
5.	40000-140000	Accounts Officer Gr-II, Stock Verifier	28450
6.	51500-128400	Superintendent (A/cs), Cost Analyst,	23000
7.	45800-121300	Accountant	21450
8.	41800-117600	Asst. Accountant, Asst. Stock Verifier	20200
9.	38600-99700	Jr. Asst. (A/cs)	17950
10.	35500-86300	Clerk (A/cs)	15700
11.	34100-82900	Jr. Clerk	15100
12.	30700 - 72300	Duftry	13450
13.	29500-62000	Peon, Messenger, Office Attender Gr-III,	13150 / 13450

TRAFFIC

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY
			REMUNERTION ([₹])
1.	120000-280000	Traffic Manager	62150
2.	80000-220000	Sr. Dy. Traffic Manager	37700
3.	60000-180000	Dy. Traffic Manager Sr. Asst. Traffic Manager, Asst. Traffic Manager Gr-I. Asst. Director (Research), Asst. Director(EDP),	33550
4.	40000-140000	Asst. Director Gr-II (IT) Asst Traffic Manager Gr-II(Rlys) Asst Traffic Manager Gr-II(Cmml) Asst Traffic Manager Gr-II(Ship)	28450
5.	51500-128400	Sr. Research Assistant (Statistical Analyst), Supervisor IT, Dock Inspector. Traffic Inspector(Rlys) Traffic Inspector (Commercial)	23000
6.	45800-121300	Goods Supervisor	21755
7.	45800-121300	Sr.IT Assistant (Statistical Assistant Gr-I), Head Assistant Quay Foreman Yard Master / Area control Station Master	21450

8.	41800-117600	Research Assistant (Statistical Assistant), Sr.Assistant (Trains). Assistant Yard Master Assistant Station Master Sr.Assistant (Commercial) Assistant Quay Foreman Senior Assistant	20215
9.	38600-99700	Chief Shunting Master Junior Assistant (Trains) Junior Assistant (Commercial) Yard Foreman, Upgraded Tally Clerk, IT Assistant. Junior Assistant	17950
10.	35500-86300	Clerk (Trains), Clerk (Commercial), Clerk.	16930
11.	35500-86300	Tally Clerk, STJM	16930
12.	34100-82900	Jr. Clerk (Comm), Jr.Clerk.	15540
13.	31500-74300	Marker	15100
14.	32600-79100	Coupling Porter Gr-I	14250
15.	31500-74300	Record Sorter, Duftry, Coupling Porter Gr-II	13450
16.	30700-72300	Land Guard, Naik, Duftry,	14915
17.	31500-74300	Coupling Porter Gr-II, Marker, Record Sorter.	13150
18.	29500-62000	Messenger, Office Attender Gr-III, Railway Khallasi, Hamal, Peon.	11800

CIVIL ENGINEERING

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY REMUNERTION(`)
1.	120000-280000	Chief Engineer	62150
2.	80000-220000	Dy. Chief Engineer Superintending Engineer	37700
3.	50000-160000	Exe. Engineer Asst. Exe. Engineer Estate Manager	33550
4.	40000-140000	Asst. Engineer (Rlys) Gr-II Asst. Estate Manager Gr-II	28450
5.	51500-128400	J.E. Gr-I (Civil)(CLOW) J.E.Gr-III (IOW) J.E Gr-I (Drawing) (Chief Draughts man) J.E Gr-I(Drawing) (Draughts man B) J.E. Gr-III (Designs) (Design Asst) J.E. Gr-I (Rlys)(CPWI) J.E. Gr-III(Rlys)(IOW-P.WAY)	23000
6.	45800-121300	JE (Drawing)(D Man' C') JE (Rlys) (PWI) HA (LR), Sr.RI, DIOS Head Assistant.	21450
7.	41800-117600	JE (Civil/ Overseer). JE (Environment) Chargehand(Fitter)(W&M) Chargehand(PUMPS) Fitter Chargehand(P.WAY) SA (LR), Store Asst (Gr-I) Senior Assistant.	20200
8.	38600-99700	Fitter Gr-I (W&M) Pump Driver Gr-I Carpenter Gr-I	17950

		Sr.Works Maistry, JA (LR), R.I, Plumber Technician, Jr.Assistant, Sr.Time Keeper (Time Keeper B), Fitter Gr.I (P.WAY)	
9.	35500-86300	Works Maistry(Civil)/(Gardens) Fitter Gr-II (W&M) / (PW) Pump Driver Gr-II, Clerk. Carpenter Gr-II, Clerk (LR) Mason Gr-II, Welder Gr-II (PW) Time Keeper, Store Asst Gr-II	15700
10.	34100-82900	Checker Jr. Clerk Store Issuer	15100
11.	31500-74300	Fitter Gr-III (W&M) Machinery Attendant Carpenter Gr-III Mason Gr-III, Mate (Engg), Welder Gr-III(PW), Mate (PW) Fitter Gr-III (PW) Sr. Land Guard (LR) Record Sorter, Sun Printer	13450
12.	30700-72300	Land Guard Survey Khallasi Keyman Duftry	13150
13.	29500-62000	Peon (LR), Shore Khallasi, Gangman, Messenger , Office Attendant, Peon.	11800

MECHANICAL & ELECTRICAL ENGINEERING

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY REMUNERTION()
1.	120000 - 280000	Chief Mechanical Engineer	62150
2.	80000-220000	Dy.C.M.E., Sr. Marine Engineer	45450
3.	70000-200000	Marine Engineer	41800
4.	80000-220000	Supdt. Engineer, Sr. Dy. Marine Engineer	37700
5.	50000- 160000	Executive Engineer , Asst. Executive Engineer, Dy. Marine Engineer, A.M.M. Gr.I AXE(Mech./Elect./Electronics & Comm),	33550
6.	40000-140000	A.M.M. Gr-II, AE (Mech) IH, AE(Elec) IH, AE(Mech) OHC, AE(Elec)OHC, AE(Electronics)OHC,	28450
7.	51500-128400	Depot Store Keeper, Chief Draughtsman(Mech), Draughtsman B (Mech) / (Elec), JE Gr-I /Foreman(Locos)(Elec) / Ship wright Foreman, JE Gr-I (DL)(varaha), JE Gr-I (Elec) /Foreman(Elec), JE Gr-I (Mech) /Foreman,	23000
8.	45800-121300	Sub Store Keeper, Store In charge, Draughtsman C (Mech), Head Assistant, JE/Asst Foreman (Locos)(Elec)(Electronics) / (Ship wright Foreman)/(TXR)/ (Maintenance), JE(Elec) /Asst Foreman(Elec)/ (Diesel), JE(Electrical Cranes) /Asst Foreman(Elec Cranes), Asst Foreman (OP) / JE(OP),	21450
9.	41800-117600	Ward Keeper, Store Asst Gr-I, Sr.Assistant, SSS, Senior Operator, Sr.BG(Diesel)Loco Driver, Charge hand (Motor Mechanic)/ (Diesel) / (Caulker) / (Fitter), Driver 1st class(DI), Charge hand (EC Operator)/(Blacksmith)/ (Electrical) / (Pumps) / (Maintenance)/ (Welder) /(Machinist) / (Carpentar),(Locos), Refrigerator Mechanic, Technical Assistant, Charge hand (OP)(TXR),Operator, Gr-I,(CHD Sagar Durga) / (150 TFC)(Electrical), Electronic Technician Gr-I, Statistical Asst, Bull Dozer Operator.	20200

10.	38600-99700	Asst Ward Keeper, Draughtsman D, Lineman Gr-I, Meter Tester& Repair Gr-I, Sr.Time Keeper, Jr.Assistant, Electrical Gr-I, Motor Mechanic Gr-I, Fitter Gr-I (TXR), Operator(EC) / (shovel with crane attachment),Driver 2 nd class(DI), Armature Winder Gr-I, Fitter Gr-I, Wireman Gr-I, Driver Gr-I&II,(OHC)(MV), Driver Gr-I(pumps)(MV), Cable jointer Gr-I, BG (Diesel Loco Driver)(CLW), (Highly Skilled category) T&C Smith Gr-I Fitter, Machinist Gr-I, Blacksmith Gr-I, Moulder Gr-I, Welder Gr-I, Motor Mechanic Gr-I (diesel),Machinist Gr-I, Carpenter Gr-I, Sign writer Gr-I, Electrician Gr-I, Instrument mechanic Gr-I, Operator Gr-II,	17950	
11.	35500-86300	Issue Clerk, Store Asst Gr-II, Time Keeper, Tracer, Store Keeper, Motor Mechanic Gr-II, Clerk, Fitter Gr-II (Txr),Electrician Gr-II, Armature Winder Gr-II, wire man Gr-II, Driver (EC)(MV)(Diesel Engine), Fitter Gr-II, Lineman Gr-II, Pump driver Elec Gr-II, Meter Reader, Jr.Driver, (Skilled category) T&C SmithGr-II,Fitter Gr-II, Machinist Gr-II, Blacksmith Gr-II, Moulder Gr-II, Welder Gr-II, Driver 3 rd class (DL),Fitter (marine),Machinist Gr-II, Caulker Maistry Gr-II, Sign writer Gr-II, Boat repairer Gr-II, Serang, Sawyer Gr-II, Electronic Technician Gr-II, Carpenter Gr-II.	15700	
12.	34100-82900	Store Maistry (Senior), Tallyman. Checker, Jr.Clerk, Store Issuer, Carpenter & Boat repairer Gr-II,	15100	
13.	32600-79100	Record Sorter	Wireman Gr.III	13450
		Lift Operator	Welder Gr.III Dolly	
		D.M.O.	Man Sawyer Gr.III	
		Fitter Gr.III	Carpenter Gr.III	
		Hammer Man	Caulker	
		Welder Gr.III	Mate	
		Greaser	Battery Man	
		MotormechGr.III	Electrician Gr.III	
14.	31500-74300	Store mate, Store Attendant, Greaser, Duplicating Machine Operator, Fitter Gr-III, Lift Operator, Record Sorter, Sawyer Gr-III, Armature Winder Gr-III, Greaser(EC)/ (Locos), Motor Mechanic Gr-III, (Semi Skilled category) Fitter Gr-III(Txr), Welder Gr-III, Hammer man, Machinist Gr-III, Carpenter Gr-III, Electrician Gr-III.		
15.	30700-72300	Khallasi Gr-I & II, Naik, Caulker,	13150	
		Watchman (Sr.)		
16.	29500-62000	Store Khallasi, Khallasi (SH) Peon, Messenger, Attender,	11800	

MARINE DEPARTMENT

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY REMUNERTION ()
1.	120000-280000	Dy. Conservator	62150
2.	100000-260000	Harbour Master	49300
3.	90000-240000	Dredging Superintendent	45450
		Dock Master	
4.	70000-200000	Pilot	41800
		Chief Hydrographic Surveyor	
5.	60000-180000	Chief Officer (T&FC)	37700
		Dredging Commander	
		Dredger Chief Officer Gr.I	
6.	50000-160000	Sr. Hydrographic Surveyor	33550
		Senior Master (CI.I) Dredger Chief	
		Officer Gr.II	
		F&ASO (CI.I)	
		Hydrographic Surveyor	
7.	40000-140000	Sr. Master (CI.II) F&ASO	28450
		(CI.II) P.A. to D.C.	
8.	40000-140000	Dredging Foreman	28450
		Master (Inland) Tug Master	
		Gr.I Office Supdt. Steno "A"	
		Sr. Marine Surveyor	
		Cartographer	
		Marine Surveyor	
9.	51500-128400	Tug Master Gr-I, Master (Inland), Dredging Foreman, Marine Foreman, Marine Surveyor, Cartographer, Sr. Marine Surveyor,	23000
10.	45800-121300	Head Asst.	21450
		Sr. Draughtsman.	
		Tube Operator	
		Asst. Marine Foreman	
11	41800-117600	Gunner	20200
		Signal Supdt.	
		Signal Boson	
		Sr. Asst, Signal Superintendent.	
		Tug Master Gr.II	
		Pipeline & Mooring	
		overseer Junior	
		Marine Surveyor	

12.	38600-99700	Jr.Marine Surveyor	17950
		Junior Signal Man	
		Junior Signal Boson	
		Sr. Signal Man	
		Sr. Time Keeper	
		Jr.Asst.	
		Sub Officer	
		Sr. Driver-cum-pump operator	
		Pipe Line Overseer	
		Serang Gr.I(Tugs)	
		Sr. Serang Gr.II	
		Fitter (HS)	
		Carpenter Gr.I	
		Operator (FS)	
13.	35500-86300	Clerk, Time Keeper	15700
		Store Keeper,	
		Seacunny	
		Deep Sea Tindel	
		Serang Gr.II (MS)	
		Leading Fire Man	
		Driver-cum-pump operator	
		Head Meter Reader	
		Sr. Meter Reader	
		Fitter (F.S)	
		Carpenter Gr.II	
		Boat Repairer-cum-carpenter	
14.	34100-82900	Checker	15100
		Store Issuer	
15.	32600-79100	Winchman	14250
		Tindel(MS)	
16.	31500-74300	Boat Repairer	13450
		Caulker	
		Cassab (Dreggers)(MS).	
		Lascar-1, (SR) Record Sorter	
		Duplicating Machine Operator	
		Tarpaulin Repairer Meter	
		Reader Fitter (BTM), Fireman	
		Leadsman(MS)	
17.	30700-72300	Topaz	13150
		Table Attendant	
		Lascar- Gr-I (Durga)/ (T&FC)(MS)	
		Duftry	
		Naik	
18.	29500-62000	Messenger	11800
		Peon	

MEDICAL DEPARTMENT

SL. NO.	SCALE OF PAY	CATEGORY	MEAN MONTHLY REMUNERTIO N(')
1.	120000-280000	Chief Medical Officer	
2.	80000-220000	Sr. Dy.C.M.O.	
3.	60000-180000	Dy.C.M.O (Specialist) / Dy.C.M.O. (GD)	
4.	50000-160000	S.M.O.(SPECIALIST) / S.M.O. (G.D.) /M.O.s	
5.	40000-140000	Matron	
6.	45800-121300	Head Asst , Pharmacist Gr-I, Chief Health Inspector Sanitary & Malaria Inspector Gr-I/ Sr.Sanitray Inspector, Sister-In-Charge, X-Ray Technician.	
7.	41800-117600	Sr. Asst., Pharmacist .Gr.II, RG-Cum-DRA, Sr. Lab. Asst., Sanitary & Malaria Inspector Gr-II/ Sanitary Inspector, Dietician. Physiotherapist, Sr. Staff Nurse, Sr. Asst. (MSW)	
8.	38600-99700	Jr. Asst, Theatre Asst, Pharmacist Gr.III, Asst Health Inspector, Staff Nurse, Lab Tech.	
9.	35500-86300	Clerk, Time Keeper, Sr.Dresser.	
10.	34100-82900	Jr. Clerk, Store Issuer	
11.	31500-74300	Sr.Sanitary Jamedar, Dresser, First Aider, Ward Boy, DMO.	
12.	30700-72300	Sr.Ayah, Sanitary Jamedar, Naik, Duftry,	
13.	29500-62000	Peon, Ayah, Store Khallasi S&S Khallasi, A.M. Khallasi, Sweeper, Store Khallasi, Messenger, Office Attender Gr-III.	

CHAPTER-12

THE BUDGET ALLOCATED TO EACH AGENCY

VISAKHAPATNAM PORT AUTHORITY

Sr No	Name of the Scheme / Head	Activity	Starting Date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned	Amount released / disbursed (No. of instalments)	Actual Expenditure for the last year	Responsible officer for the quality and the execution of the work
1	Development of an Addl. Link road from Port Junction to Industrial by-pass road. NHAI under joint venture	Development	17.6.2002	31.12.2005	95.28 Crores	95.28 Crores	0.15 Crores	--	Chief Engineer
2	Deepening the port water ways: Deepening and widening of entrance channel and turning circle to cater to 11 mts. Draft vessels	Deepening	30.7.2005	31.5.2006	30.00 Crores	28.70 Crores	14.00 Crores	--	Chief Engineer
3.	Implementation of Environment measures	Improvement of Environment	5.7.1998	31.5.2007	13.66 Crores	13.66 Crores	0.10 Crores	0.02 Crores	Chief Engineer

Sr. No.	Name of the Scheme / Head	Activity	Starting Date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned	Amount released / disbursed (No. of instalments)	Actual Expenditure for the last year	Responsible officer for the quality and the execution of the work
4.	Construction of multipurpose berth WQ.6 in the extended northern arm of inner harbour on account Captive user	Construction of Berth	--	--	45.00 Crores	On a/c.of Captive User	Captive	--	Chief Engineer
5.	Strengthening of EQ.5 & EQ.6 berths to cater (-) 12.5 mts.draft vessels through soil stabilization	Re-construction	Due date of tenders 8.11.2005		4.85 Crores	4.85 Crores	1.00 Crores	--	Chief Engineer

Sr. No.	Name of the Scheme / Heac	Activity	Starting Date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned	Amount released / disbursed (No. of instaiments)	Actual Expenditure for the last year	Responsible officer for the quality and the execution of the world
6.	Improvement And development of port railways <u>Sub-scheme:-</u> Proposed strengthening and new formation of road from AOB Jn. Upto road Tirupathiraju Environment Park along S-6 conveyor.	Development of roads	4.2.2005	31.10.2005	1.86 Crores	1.86 Crores	0.75 Crores	--	Chief Engineer
7.	Improvement of Port Railways	Improvement of Port railways	--	31.32007	30.00 Crores	5.61 Crores	0.74 Crores	0.37 Crores	Chief Engineer

8.	Phase-II deepening of entrance channel of inner harbour and turning circle to facilitate (-) 12.5 mtrs. Draft vessels at inner harbour	Deepening	July, 2006	July, 2007	50.00 Crores	--	0.10 Crores	--	Chief Engineer
9.	Modernization of OHC. <u>Sub-Scheme:-</u> a. Procurement of 2700 TPH Stacker	Moderniation	Global tenders under scrutiny	--	11.04 crores	11.04 crores	--	--	Chief Mechanical Engineer
	b. 11 kv circuit brakes	.do.	Tenders opened 6.9.05 are under scrutiny	--	1.25 crores	1.25 crores	0.88 crores	--	Chief Mechanical Engineer
10.	Procurement of launches and barges a. Procurement of steel pilot launches	Development	Tenders due on 22.10.05	--	1.05 crores	1.05 crores	-	--	Chief Mechanical Engineer
	b. Procurement of steel mooring launch	Development	4.3.2005	3.12.2005	0.40 crores	0.24 crores	0.25 Crores	--	Chief Mechanical Engineer

CAPITAL NON-PLAN	:	RS.7.19	CRORES (BUDGET ESTIMATES 2005-06)
TOTAL INCOME	:	RS. 510.15	CRORES (BUDGET ESTIMATES 2005-06)
TOTAL EXPENDITURE	:	RS. 443.13	CRORES (BUDGET ESTIMATES 2005-06)

CHAPTER-13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY IT

SL.NO	BENEFICIARY NAME	AMOUNT OF CONCESSION	CRITERIA OF SELECTION
1	Coastal vessels calling at the port	<ol style="list-style-type: none"> 1. 40% discount in vessel related charges 2. 40% on wharf age and handling charges except in case of Iron Ore and pellets, POL, Thermal Coal 	Certificate issued by the D.G.(Shipping) for coastal Voyage.

CHAPTER-14

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

SL.NO	DESCRIPTION	NORM
1	Putting of sailing / shifting flag	Within 1 ½ hrs. from the time of completion of operations
2	Issue of provisional out-turn	Within 2 days from the completion of operation
3	Final bill of vessel related charges	5 working days from the date of sailing
4	Bills for equipment charges	5 working days from the date of rendering service
5	Clearance of demurrage charges	5 working days of delivery /shipment of cargo
6	Bills for storage charges	5 working days after receipt of particulars
7	To collect freight issue of Railway Receipts	One the day following the day of completion of loading
8	Effect booking delivery for all the original Railway Receipts	10th of the following month
9	Dispatch the demurrage bills to the concerned party	3 working days after completion of loading/unloading of wagons
10	Generation, Processing and submission of VPA railway bills to the trade	4 working days
11	Issue of stevedoring license	45 days
12	Renewal of Stevedoring license	30 days
13	Issue of other licenses	25 working days
14	Issue of entry passes for Men, Material and vehicles	3 days
15	Rendering bills to the parties received from Revenue Earning section after adjustment	3 working days
16	Issue of licenses for open/covered/sheds/rooms against adjusted bills received from RE section	4 days
17	Submission of budget estimates and revised estimates to the Ministry	End October
18	Submission of Administration Report and annual accounts to the Ministry	10 th November
19	Publication of advertisements	7 days from proposal date
20	Amendment / Framing of VPE regulations - Sending proposal to Government after completion of port procedures -Intimation to Authorities/concerned departments after receipt of approval from Government.	13 days 3 days
21	Scrutiny of HBA / MCA / PCA etc.	3 days
22	Settlement of Bills received from the suppliers	30 days

CHAPTER-15

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

THE WEBSITE OF THE PORT ON THE
INTERNET CAN BE ACCESSED AT THE
FOLLOWING URL.

www.vizagport.com

CHAPTER-16

PARTICULARS OF THE FACILITIES AVAILABLE TO THE CITIZENS FOR OBTAINING THE INFORMATION

OFFICE LIBRARY:

A Central library with books on the subjects like Management, Economics, Statistics, Computer Science, Commerce, Shipping and Transport Economics etc., and Maritime journals and other journals/Magazines relevant to the port working is located in the premises of Administrative office building of the port.

DRAMA AND SHOWS:

A cultural association SAGARI of the port organizes annual play lets and participates in the Major Ports Cultural festivals. The port is organizing street plays at different locations of the port for awareness of Quality System, Environmental Management System, Occupational Health and Safety Management System and Port Security System.

THROUGH NEWS PAPER EXHIBITION:

The port organizes press meets and disseminates information regarding the performance and activities carried out and the obligations fulfilled as a corporate citizen periodically.

The port participates in the exhibitions conducted at different places in the country creating awareness among the public besides advertising its activities.

NOTICE BOARD:

Notice Boards are available at all the locations of the port for dissemination and display of information for public and the employees.

INSPECTION OF RECORDS IN THE OFFICE

On request to the concerned head of the department which can be considered on a case to case basis.

SYSTEM OF ISSUING OF COPIES OF THE DOCUMENTS

On request to the concerned Head of the Department which can be considered on a case to case basis.

PRINTED MANUAL AVAILABLE:

Copies of Administration report, Sagarika, Capital Budget, Schedule of Employees, Port View Etc. can be obtained on written request to the controlling Authority which can be decided on a case to case basis.

WEBSITE OF THE PUBLIC AUTHORITY

www.vizagport.com

OTHER MEANS OF ADVERTISING

Advertising the facilities and activities of the port in different souvenirs, brochures and the quarterly news journal INDIAN PORTS of Indian Ports Association. Press meet covered in Electronic media.