

**TUTICORIN PORT TRUST
PUBLIC INFORMATION OFFICE**

OBLIGATION OF PUBLIC AUTHORITIES

As indicated in Section 4 (1) (b) of the Right to Information Act, 2005, the following information is made available as per the obligation of Public Authority.

(i) PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES :

(a) Particulars of Organization :

Tuticorin Port Trust is the Body Corporate constituted under the Major Port Trusts Act, 1963. It functions under the administrative control of the Ministry of Shipping, Govt. of India. It is one of the Major Ports of India. The Port can raise revenue by offering various services and meet the expenditure in connection with the services rendered.

It is managed by the Board of Trustees appointed by Govt. of India. The Chairman, Tuticorin Port Trust is the Chairman of the Board of Trustees as well as the Chief Executive Officer of the Port. He is assisted by a Deputy Chairman, who is also a Trustee, appointed by Govt. of India and other officers and staff in discharge of the functions of the Port.

(b) Functions and Duties : The Port provides the following services :-

(1) Navigational Services :

The Navigational services includes provision of Navigational buoys, Tug and Pilot services, communication services to the vessels, provision of meteorological data, vessel traffic management system and emergency services.

(2) Conservancy services :

The conservancy services includes maintaining adequate draught for safe navigation of vessels, survey and wreck removal, pollution control etc.

(3) Security services :

The Port provides security services for safety of vessels and cargo as envisaged in the ISPS Code.

(4) Cargo handling services :

The Cargo handling services includes providing appropriate berths for vessels for handling cargo, provision of cargo handling equipments, provision of open / covered storage space for cargo within the capacity of the Port in the Custom bound area as well as outside the Custom bound area within the Port limits. The Port also arranges labour services through the Tuticorin Port Trust Cargo Handling Labour Pool.

(5) General Administrative services :

The Port provides billing and documentation services, licenses for operation of private equipment, allotment of land for various purposes as per the procedures in force from time to time, provision of entry permits for movement of personnel and vehicles within the Port area.

(ii) **POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES :**

- (a) The Chairman is the Chief Executive Officer of the Port. He derives powers in his capacity as Chairman of the Port for managing the affairs of the Port as per Delegation of Powers of the Ministry of Shipping issued from time to time. He exercises superintendence and control all activities of the Port.
- (b) The Deputy Chairman assists Chairman in the discharge of functions of Chairman by coordinating the work of all Departments.
- (c) The Heads of Department derive their power in their official capacity in discharge of activities assigned to their Department. The duties of various Departments are given below :-

GENERAL ADMINISTRATION DEPARTMENT :

This Department headed by the Secretary is responsible for conduct of Board meetings, Security, Establishment matters, Public Relations and General Coordination, Industrial Relations, Legal matters.

FINANCE DEPARTMENT :

This Department headed by the Financial Adviser & Chief Accounts Officer is responsible for collection of revenue, processing of expenditure proposals, accounting of receipts and payments, preparation of annual accounts and annual report, costing of services, budgeting and matters relating to Scale of Rates, pay fixation and other establishment matters, payment of pension and statutory charges, making deposits and withdrawals from Banks and other institutions, EDP matters, etc.

TRAFFIC DEPARTMENT :

This Department headed by the Traffic Manager is responsible for allotment of berths/storage space, monitoring cargo handling activities, admission / clearance of cargo, arranging Port equipments or authorizing Private equipments for cargo handling operation and provision of labour through the Tuticorin Port Trust Cargo Handling Labour Pool, marketing, etc.

MARINE DEPARTMENT :

This Department headed by the Deputy Conservator is responsible for conservancy of the Port, berthing, de-berthing and such other movements of vessels, purchase of capital equipments for Navigation, operation of floating crafts, pollution control, safety, VHF communication and Fire Service. The Deputy Conservator is the Port Facility Security Officer under the ISPS Code.

CIVIL ENGINEERING DEPARTMENT :

This Department headed by the Chief Engineer is responsible for providing infrastructure for berthing of vessels, marine survey, maintenance of wharf structures, warehouses, roads, buildings and dredging.

MECHANICAL ENGINEERING DEPARTMENT :

This Department headed by the Chief Mechanical Engineer is responsible for procurement of cargo handling equipments, provision of electricity, stores, disposal of surplus and serviceable materials.

MEDICAL DEPARTMENT :

This Department headed by the Chief Medical Officer is responsible for management of Port Hospital and providing medical facilities.

VIGILANCE DEPARTMENT :

This Department headed by the Chief Vigilance Officer is responsible for vigilance matters in the Port.

GENERAL :

The Heads of Department are assisted by the officers and staff discharge the functions assigned to the Department.

(iii) PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY :

Each Head of the Department within the authority exercises decisions with reference to the functioning of the Department. Wherever policy matters and matters requiring coordination with other Departments such of those issues are placed for approval of the Chairman through files and orders are obtained. Wherever matters requiring approval of the Board / Govt., specific approvals are sought for each issue in the Board meetings. The guidelines given by the Ministry of Shipping and the regulations of the Port approved by the Govt. and instructions issued from time to time are the basis on which decisions are taken.

(iv) NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS :

For providing various facilities, each Department fixes bench marks for performance taking into consideration their operational capability, manpower availability, allocation of budget etc.

For norms set by Departments, please refer Citizen Charter.

- (v) **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS :**

The Port wherever applicable has regulations for discharging functions on Establishment matters like Recruitment, Disciplinary proceedings, medical facilities, etc. The civil service rules are made applicable in case there is no specific regulations on a particular issue.

- (vi) **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL :**

Documents are either permanent document or temporary documents. Each Department depending on the legal / vigilance / audit requirements maintains permanent documents. Each Department also has fixed a time limit for keeping documents alive.

- (vii) **THE 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 THEREOF :**

The Board of Trustees is the supreme body for management of the Port. Representation is given to the Public through various Associations like the Steamer Agents' Association, the Stevedores' Association, the Custom House Agents' Association, Chambers of Commerce and other interests in the Board through appointment by the Government of India. The Port being a public organization has a grievance mechanism through which any member of the public can provide input of the functioning of the Port so that appropriate, corrective and preventive actions are taken for smooth conduct of the affairs of Port. For execution of projects, the mandatory public hearing under the environmental management system is scrupulously followed.

- (viii) **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC :**

Not applicable

- (ix) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES :**

A Schedule of Employees of the Board is maintained by the Administration Department.

- (x) **THE MONTHLY REMUNERATION RECEIVED BY EACH of its OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS :**

This is maintained by the Finance Department.

- (xi) **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE :**

The above details are maintained by the Finance Department.

- (xii) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES :**

Not applicable.

- (xiii) **THE PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT :**

Details are maintained by different Departments to the extent applicable with reference to its functions.

- (xiv) **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM :**

Details are maintained by the EDP Division.

- (xv) **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE :**

(a) Any citizen of the Country can obtain information that could be provided under the provisions of the RTI Act by submitting an application along with the application fee as prescribed (currently Rs.10/- for each application) payable in the form of Demand Draft / Pay Order drawn in favour of the Chairman or Financial Adviser & Chief Accounts Officer, Tuticorin Port Trust or by Court Fee Stamp giving the correct address and specific requirement of information to the Public Information Officer, Tuticorin Port Trust in the form of letter / e-mail.

Upon receipt of the request for information, the Public Information Officer arranges to provide the information by coordinating with different Departments duly approved by the Deputy Chairman and Appellate Authority under RTI Act or arrange for inspection of documents as applicable within the prescribed time limit under RTI Act.

If a citizen is not able to get the required information within the prescribed time or if he is aggrieved of inadequate information furnished by the Public Information Officer, he can appeal to the Appellate Authority.

The Appellate Authority arranges to provide the information as per the provisions of the RTI Act. Even if the citizen is not satisfied by the information given by the Appellate Authority, he can always have the recourse to appeal to the Central Information Commission.

- (b) Working hours for Administrative Offices - From 10:00 hrs. to 17:00 hrs. excluding holidays.
- (c) Working hours for Operational Offices - Round the Clock
- (d) Maintenance of Library / Reading room - Not open to Public

(xvi) **NAMES AND DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS :**

APPELLATE AUTHORITY UNDER RTI ACT :

Shri A.Subbiah, I.A.S.,
Deputy Chairman & Appellate Authority under RTI Act,
Tuticorin Port Trust,
Tuticorin - 628 004.

Phone No. 0461 - 2352580
0461 - 2352290 - Extn.: 2005
Fax No. 0461 - 2352774
Mobile No: 94433-89501

PUBLIC INFORMATION OFFICER :

Shri T.S.Ashok Kumar,
Sr. Asst.Traffic Manager & Public Information Officer,
Tuticorin Port Trust,
Tuticorin - 628 004.

Phone No. 0461 - 2352451
0461 - 2352290 - Extn.: 2401
Mobile No: 94421-52290

ASSISTANT PUBLIC INFORMATION OFFICER :

Shri A.A.Sheik Monna Ahmed,
Assistant Public Information Officer & PRO
Tuticorin Port Trust,
Tuticorin - 628 004.

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0461 - 2352290 - Extn.: 2415
Mobile No: 94433-89510

GENERAL :

The Port being a Public authority under the Major Port Trusts Act, 1963, has implemented the provisions on the Right to Information Act, 2005, in letter and spirit. Every month, the Public Information Office publishes its activities in the form of a Monthly report which is sent to the Ministry of Shipping also. An Annual report is also published.