

CHAPTER-I **INTRODUCTION**

This hand book is intended for setting out the practical regime of right to information for citizens to secure access to information of Port Department, Government of Pondicherry as per the guidelines stipulated under the act of Parliament " The Right to Information Act, 2005" in order to promote transparency and accountability in the working of "Port Department, Government of Pondicherry" for matters connected therewith or incidental there to.

This hand book will be of immense use to the Port users/ cargo movers/Ship charters & chandeliers/dock labourers /environmentalists/ fisherman community as well as to the public.

The information about the Port department is organized in a meticulous manner for easy understanding of a common man by providing definitions of various terms used in this hand boom along with details of contact persons and the procedure with fee structure for getting information not available in the hand book as detailed below.

DEFINITIONS-:

- i. "Port means the space within such limit as may from time to time, be defined by the Government of Pondicherry for the purpose of the Pondicherry landing and Shipping Fees Act 1971 and defined under the provisions of the Indian Ports Act, 1908.
- ii. Port includes also any part of river or channel in which the Indian Ports Act 1908 is for the time being in force.
- iii. Pier:- It includes any stage, stairs, landing place, hard, jetty floating barge or pontoon and any barges or other works connected therewith.
- iv. Quay:- means a land place conveniently fitted on the shore for the loading or unloading of vessels and includes a wharf.
- v. "Vessel" includes anything made for the conveyance mainly by water or human beings or of property.
- vi. "Wharf" includes any wall or stage and any part of the land or foreshore that may used for loading or unloading goods or for the embarkation or disembarkation of passengers and any wall enclosing or adjoining the same.
- vii. "Government" means the Administrator of the Union Territory of Pondicherry appointed by the President under article 239 of the constitution. -

- viii. Information means any material in any form including records documents, memos, emails, opinions, advise, press releases, circulars, orders, logbook, contracts, reports, samples, models, date materials held in any electronic form and-information relating to any private body which can be accessed by Port department, Government of Pondicherry under any other law for the time being in force.
- ix. "Prescribed" means prescribed by rules made under this act by the Government of Pondicherry.
- x. - "Public Authority" means Port Department, Government of Pondicherry.
- xi. - "Contact Person" Port Officer, Port Department, No.1, Rue Dumas, Pondicherry. The procedure and fee structure for getting information is explained at appropriate places in the hand book. For any other information not available in this hand book, it may be obtained in person from the Port Officer, Port Department, Pondicherry.

CHAPTER- 2 (Manual-1)

2.1 OBJECTIVE

The objective of the Port Department is to attract and promote shipping activity in the region and provide the best facility services to the various port users.

2.2 MISSION

The mission of the department is to constantly and continuously work towards improvement in all spheres of the activity with main focus on quality and client/customer satisfaction and so aim to reestablish the past status of the port in line with the technological environment of sea borne trade. -

2.3 HISTORY

Pondicherry, centuries before its merger with India in 1954, was a Port City and flourished as a centre of International Trade and Commerce. The Commercial History of Pondicherry dates back to the Roman Empire. Trade relations with China between the periods of 10th and 12th Century A.D. also existed. The fortune of the Port stayed linked to the successive Dynasties and Empires starting from Portuguese invasion up to 1614 A.D. Dutch invasion in 1618 A.D. and French rule from 1673 A.D. Pondicherry Port flourished as a Centre of International Trade and Commerce during the French Rule.

2.4 DUTIES

- a. Co-ordination & Control of shipping activities.
- b. Maintenance of Port Approaches, Navigable channels and all Port properties and assets including alongside Berths/quay.
- c. Dredging. -
- d. Conservancy & Hydrographic survey.
- e. Operation and Maintenance of Light Houses at Karaikal and Mahe.
- f. Execution of Civil, Mechanical and Electrical plan works.

2.5 FUNCTIONS

1. Levy and collection of appropriate port dues/Landing and shipping fee/anchorage fee/ channel fee/ licensing fee/ machinery hiring charges and to license and regulate the harbour crafts as per the rules and regulations in force.

2. To regulate all the sea going vessels on entering and leaving the port as per the rules stipulated under Indian Ports (Pondicherry) Rules 1972.

3. For licensing and regulating catamarans plying for hire, flat, - cargo, passenger and other boats plying.

2.6 SERVICES BEING PROVIDED.

- a. Berthing facilities for Lighters, Cargo Boat, Fishing Boats, Tourist Boats, etc. -
- b. Handling, Warehousing and Transportation of goods in Port area. -
- c. Storage facilities.
- d. Container handling and stuffing/De-stuffing of cargo at the Inland Container Depot(ICD) at New Port area.
- e. Supply of fresh water to vessels berthed alongside pier/quay and supply of stores to ships.
- f. Slipway for dry-docking of vessels up to 150 tons.

2.7 UNION TERRITORY OF PONDICHERRY

ORGANISATION CHART DIAGRAM: -

As per annexure.

2.8 & 2.9

By and large the department activities are commercial in nature and all effort is made to attract local industries/business houses and other port users to optimally utilise the port facilities to the best advantage. Towards this end, the department seeks good co-operation and valuable suggestions from the public to enhance its performance in terms of effectiveness and efficiency.

MECHANISM FOR PUBLIC GRIEVANCE.

2.10. The department has designated an officer as the Public Relation Officer specifically to look into the Public grievances and monitoring the services rendered based on the feed back. For interaction with the public the department has an information facilitation centre.

2.11. ADDRESS

DIRECTOR OF PORTS
No.1, Rue Dumas,
Port Department,
Pondicherry.

2.12. OFFICE HOURS

Week Days

8.45 hours to 13.00 hours
14.00 hours to 17.45 hours

Holidays

Saturday and Sunday.

CHAPTER 3 (Manual-2)**II. The Powers and duties of its Officers and employees.**

			Duties
1	Director of Ports	As per Indian Port Act 1908	Operation and Administration of the Port and its activities.
2.	Executive Engineer	As per CPWD manual.	Execution of all Plan works of the department and maintenance of all Port machineries.
3.	Port Officer	As per Pondicherry Port /Act 1971 and CCA/CCS Rules and DFPR	Assist the Director of Ports in Operational and Administration of the Port and its activities.
4.	Junior Accounts Officer	As per CPWD manual and GFR	Advise the Director of Ports in all financial matters and discharge the various financial functions in the Port Department viz. regulatory and financial monitoring etc.
5.	Assistant Engineer (Mech)	As per CPWD rules	Functioning at the level of sub-divisional Officer and assist the Executive engineer (Port) in execution of Port Plan work activities/ Programme.
6.	Assistant Engineer(Civil)	As per CPWD rules.	Functioning at the level of sub-divisional Officers and assist the Executive Engineer (Port) in execution of Port activities/ Civil works.

CHAPTER 4 (Manual -3)

**Rules, Regulations, Instructions, Manuals and Records,
for Discharging Functions.**

1. CPWD Manual.
2. FR/SR.
3. GFR.
4. Indian Ports Act 1908, 1969, 1971 and 1991. Indian Port (Pondicherry Rules) 1972 & 1977.
5. ISPS code.
6. Office Manual
7. CCS Conduct Rules,
8. Establishment and Administration.

CHAPTER 5 (Manual 4)

1.1 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.

1.2

Sl.No	Subject/ Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Formulation of Port policies	No	Does not arise

5.2

Sl.No	Subject/ Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Formulation of Port policies	No	Does not arise

CHAPTER 6 (Manual 5)

6.1 Statement of the categories of documents that are held by or under its control

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/ under control of
1.	Directorate level	1.Port Facilities and Security Plan 2.Project reports 3.Consultancy Reports	Not to Public on Security Grounds. Depending on the necessity and merit of the case in line with the department procedures -do-	DIRECTOR DIRECTOR Dealing Assistant
2.	Executive Engineer	1.Measurement Book 2.Manual of M/c 3.Log Book	-do- -do- -do-	Asst. Engineer -do- Jr. Engineer
3.	Junior Accounts Officer	1.Cash Book 2.Budget Check Register/Pay bill Register 3.Accounts Manuals/Service Code Manuals	-do- -do- -do-	Cashier LDC Suptt.
4.	Port Officer	1.Pondy Landing & Shipping Act 1972 Indian Ports (Pdy) rules 1972 2.Pondy Port Harbour Craft Rules 1970 3.Citizen Charter 4.Service book of employees	By a written request on Payment of Rs25/- -do- By return request Depending on the necessity and merit of the case in line with the department procedures	Port Conservator -do- -do- Port Officer

CHAPTER -7 (Manual -6)

7.1 Name & Address	(i)	:	Port Privatisation Committee Port Department, No.1, Rue Dumas, Pondicherry – 605 001. -
Type	:	:	Committee
Objective	:	:	To look into the entire gamut of the Privatisation of Port activities at Pondicherry and Karaikal.
Year of establishment	:	:	2005
Role	:	:	Advisory
Structure	:	:	
			Chief Secretary to Government Additional Secretary (Revenue) Deputy Secretary (Law) Director of Science, Tech & Environment Under Secretary (Port) Under Secretary (Finance) Director of Ports Executive Engineer Director (Port Development) Ministry of Shipping Govt. of India
			Chairman Member Member Member Member Member Member Member Member Secretary Member
Head of the body	:	:	Chief Secretary to Government
Address of Main Office	:	:	Port Secretariat, Chief Secretariat, Pondicherry
Frequency of meeting	:	:	As and when required.
Can Public participate	:	:	No
Are minutes of the meeting prepared	:	:	Yes
Are minutes of the meeting available to the public? If yes please provide information about the procedure to obtain them	:	:	No

7.1 Name & Address	(ii)	:	Port Security Committee Port Department, No.1, Rue Dumas, Pondicherry.
Type		:	Committee
Objective		:	To look into the entire gamut of the Port security activities at Pondicherry
Year of establishment		:	2005
Role		:	Executive
Structure			
Chief Secretary to Government			Chairman
Director Fisheries			Member
S.S.P.(L&O)			Member
S.S.P(C&I)			Member
Rep of Port Users			Member
Director of Science Tech & Environment			Member
Deputy Commissioner (Customs)			Member
Director of Ports			Member Secretary
Head of the body		:	Chief Secretary to Government
Address of Main Office		:	Port Secretariat, Chief Secretariat, Pondicherry
Frequency of meeting		:	As and when required.
Can Public participate		:	No
Are minutes of the meeting prepared		:	Yes
Are minutes of the meeting available to the public? If yes please provide information about the procedure to obtain them		:	No

Department Recruitment/Promotion Committee for Group 'C'

Secretary to Govt. (Port)	:	Chairman
Director of Ports	:	Member
Under Secretary to Govt.(Port)	:	Member

Department Recruitment/ Promotion Committee for Group 'D'

Director of Ports	:	Chairman
Under Secretary to Govt.(Port)	:	Member
Port Officer	:	Member

CHAPTER 8 (Manual 7)**The Names, Designation and other particulars of the Public Information Officers.**

Name of the Public Authority: Port Department,
Government of Pondicherry

Assistant Public Information Officers : G.Raamakrishnan, Port Officer.

Public Information Officers:

Sl. No	Name	Designation	STD Code	Ph.No.		Fax	E-mail	Address
				Office	Home			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Thiru. B. Ramkumar	Director of Port	O413	2337114	2330679	2337114	port @ pon. nic. in	NO.1, Rue Dumas, St.Pondy.

Department Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph.No.		Fax	E-mail	Address
				Office	Home			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	C.S.Khairwal I.A.S.	Chief Secretary/ Secretary (Port)	O413	2334145 2335512	2271097	23375 75	cs@pon dy.pon. nic.in	Beach Road, Chief Secretari at, Pondy.

CHAPTER 9 (Manual 8)

- 9.1 The procedure followed to take a decision for various matters are detailed as below.
- a. Engineering activities are carried out as per the rules followed under CPWD works manual and accounts manual.
 - b. Conservancy activities are carried out as per the Indian Ports (Pondicherry amended) Act 1908. -
 - c. General Administration activities of the Port Department is carried out as per FR&SR, GFR, CCS Conduct Rules etc.
- 9.2. Generally the decision process on Engineering Works activity is moved at the sub-divisional level to Division level. The conservancy activities and the administration activities are moved from the Port Officer level to the Director of Ports level.
- 9.3. Any information on the decision taken on behalf of the Public is communicated to the concerned public as and when they meet the Public Relation Officer of this department on all working days between 12.00 hrs to 13.00 hrs. and also through information facility centre and official Website.
- 9.4. The Director of Ports seeks the opinion from the Group 'A' and 'B' level officers of the Port department during the process of decision making and submits to Secretary (Ports).
- 9.5. The Secretary to Government is the final authority that wets the decision. -

	Engineering	Conservancy	Administration
Guideline/ Direction	CPWD Manual (Works) & Accounts Manual	Pondicherry Port Rules	FR&SR,GFR,CCS Conduct Rules etc.
Process of execution	Through contract and partly by department with available labour force	Through department	Through department
Designation of officers involved in decision making	Executive Engineer Asst. Engineer Division Accountant	Director of Ports Port Officer	Director of Ports Port Officer
Contact information of above mentioned officers	No.Rue Dumas, Port Depdt., Pondicherry 0413-2338092	No.1, Rue Dumas, Port Department, Pondicherry 0413-2337114	No.1, Rue Dumas, Port Department, Pondicherry 0413-2337114
If not satisfied by the decision, where and how to appeal	The Director of Port, Port Department, Pondicherry.	Secretary to Govt.(Port), Chief Secretariat, Pondicherry.	Secretary to Govt.(Port), Chief Secretariat, Pondicherry

CHAPTER – 10 (Manual – 9)**Directory of Officers and Employee**

SI No	Name	Designation	STD Code	Ph.No.		Fax	E- mail	Address
				Office	Home			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	B. Ramkumar	Director of Ports	0413	2337114	2330679	2337114 231	port@. pon.nic .in	11, Subbaiah Salai, Port Qrts., Pondy.
2	G.Raamakrishnan	Port Officer	0413	2337114	2357245	--	--	4, Porayathamman Koil street, Thamizhthai Nagar, Pondy-1
3	M.Sivapragasam	Asst. Eng. (Civil)/ holding addl. Charge of the post of Executive Engineer/	0413	2338092	2251651	--	--	46,12th street, B Cross, Krishna Nagar, Pondy-8.
4	K. Satyanarayana	Junior Accounts Officer	0413	2337114- 246	2356880	--	--	G.12, Viduthalai Nagar, mudaliarpeta, Pondy-4.
5	D. Selvaraj	Superintendent Gr.II	0413	2337114- 233	2213841 Cell 9443659 617	--	--	63, III Cross Street, Venkatanagar Pondy- 11
6	R. Sethuraman	Stenographer Gr.II	0413	2337114- 242	2358483	--	--	10, Pandian street, Venkateswara Nagar (West), Saram Post, Pondy-13.
7	P. Papatty	Stenographer Gr.III	0413	2337114 234	2240861	--	--	42, Marriamman Koil street, Vinaboa Nagar, Pondy-8
8	N. Venkatesan	UDC	0413	23371142 233	5542430	--	--	R-12, Govt. Servant Qrts, Llawspet Pondy- 8.
9	G. Malarvizhi	UDC	0413	2337114	2235071	--	--	19, Thiruvalluvar Street, East Samipillai Thottam, Pondy-8
10	C. Mouttouratinam	UDC	0413	2337114	2223236	--	--	Rajaji street, Sudhana Nagar, Nainar Mandapam, pondy-4.
11	R.Narasimmalu	UDC	0413	2337114	--	--	--	

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				Office	Home			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
12	Djealalidasouppou	LDC	0413	2337114	2331249	--	-do-	41, Mission street, Pondy-1
13	D. Srinivasan	LDC	0413	2337114	--	--	-do-	"AnusuyaDuraismy Illam", plot No:94, Sudhana Nagar, Nainarmandapam, Pondy-4
14	R. Geetha	LDC	0413	2337114-246	--	--	-do-	1, Dumas st., Pondy.1
15	S. Kumaravel	LDC	0413	-do-	2252523	--	-do-	1,Palanirajaudayar st, Pondy-8
16	M.Rajendiran	AE(Mech)	0413	-do-	2212668 9842311 611	--	-do-	40,9 th Cross , I Ist.,RainboNagar, Pondy-11
17	T. Varadarajan	AE (Civil)	0413	-do-	2224075	--	-do-	8, Mission st, Pondy-1
18	S. Sathivelou	JE(Mech)	0413	-do-	2220662	--	-do-	20, I Cross, Thirumudi Nagar, Pondy-1
19	B. Janarthnan	Section Officer	0413	-do-	2205294	--	-do-	12,9 th Cross, Anna Nagar(Extn), Nellithope, Pondy
20	V. Pandurangan	JE (Civil)	0413	-do-	2256287 9443323 481	--	-do-	BD1, Govt. Staff Qrts, Lawspet, Pondy-8
21	V. Ramadoss	Junior Engineer	0413	-do-	2274162	--	-do-	308,Ramanapuram,Kathirkamam, Pondy-9.
22	M.Massilamani	Junior Engineer	0413	-do-	2240771	--	-do-	10, Pandian st.,VenkateswaraNagar (West), Saram post, Pondy-13
23	R. Jegajothi	Junior Engineer	0413	-do-	2359174 9843035 921	--	-do-	74, Kamaraj st., Iyyappa Samy Nagar (Extn), Mudaliarpet, Pondy-4
24	Nallamnageswara Rao	Junior Engineer	0413	-do-	2210861 9443535 041	--	-do-	64, kamaraj Salai, Pondy11.
25	P.N.Vijaya kumar	Junior Engineer	0413	-do-	2211316 9443181 176	--	-do-	63,I Floor 4 th Cross Rd, Rainbow Nagar, Pondy-11
26	G. Philip Ravindrane	Junior Engineer	0413	-do-	2359214	--	-do-	50, Kamaraj Street, Indira Nagar
27	P.Duraiarasan	Junior Engineer	0413	-do-	2212069 9443075 038	--	-do-	22, 3 rd Cross st, Venkata Nagar, Pondy-11

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
28	C.T. Parthiban	Junior Engineer	0413	-do-	2225366 9443957 449	--	--	23,Suffren st, Pondy1
29	B. Govindan	Junior Engineer	0413	-do-	2355817	--	--	2,Pillaiar koilst,Thillai Nagar, Mudaliarpet, Pondy-4
30	R. Norman	Storekeeper-I	0413	-do-	2224951 9443290 392	--	--	22, Padmini Thottam, Kuruchikuppam, Pondy-12
31	P. Dinagaraj	Storekeeper-II	0413	-do-	5533166	--	--	8, North car. St,Veerampattinam, Pondy-7
32	C. Arunachalam	Port Conservator	0413	-do-	--	--	--	2C, port Qrts,Subbiah salai, Pondy-1
33	R. Natarajan	MasterMech	0413	-do-	9443076 446	--	--	2, Amirtha Richard st, Kamaraj Nagar, Gorimedu, Podny-6
34	M. Rethinasamy	Tractor Driver	0413	-do-	2600917	--	--	1, 3rd Cross, Periyar Nagarm Manavelly.
35	T. Jeyaraman	Tractor Driver	0413	-do-	--	--	--	1, Rue Dumas, Pondy-1
36	P. Mani	Driver	0413	-do-	--	--	--	1, Rue Dumas, Pondy-1
37	K. Ramu	Driver	0413	-do-	--	--	--	1, Rue Dumas, Pondy-1
38	V. Sadasivam	Wireman	0413	-do-	--	--	--	1, Rue Dumas, Pondy-1
39	D.Maragdavel	Wireman	0413	-do-	--	--	--	1, Rue Dumas, Pondy-1
40	S.Jeevandan	Wireman	0413	-do-	--	--	--	Mahe Light House.
41	P.Soupramani	Hammerman	0413	-do-	--	--	--	Maravadi st., Kurusukuppam
42	R.Thavasimuthu	Welder	0413	-do-	2358222	--	--	422, Cuddalore Rd, Nainarmandabam.
43	M. Arumugam	Fitter Gr.II	0413	-do-	--	--	--	33,II Cross, Pudhu Nagar, Reddiyarpalayam.

Sl. No	Name	Designation	STD Code	Ph.No.		Fax	E-mail	Address
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
44	A. Velavane	Fitter GR.II	0413	2337114	--	--	--	CII/B Block, 36, M.K.Street, Thipayapet, pondy
45	E.Vallathan	Lascar	0413	--	--	--	--	Port Quarter.
46	M.Ramajeyam	Lascar	0413	--	--	--	--	Ariankuppam
47	G. Kaliappan	Lascar	0413	--	--	--	--	Vambakeerapalayam
48	P. Venu	Lascar	0413	--	--	--	--	Vaithikuppam
49	N. Thulasingham	Lascar	0413	--	--	--	--	PortQuarters
50	M. Annamalae	Lascar	0413	--	--	--	--	PortQuarters
51	P.Pougajendy	Lascar	0413	--	--	--	--	Vambakeerapalayam
52	S. Sivalingham	Lascar	0413	--	--	--	--	Veerampattinam
53	S. Gopy	Lascar	0413	--	--	--	--	Vambakeerapalayam
54	P. Sactivel	Painter	0413	--	--	--	--	Vambakeerapalayam
55	S. Selvam	Greaser	0413	2600025	--	--	--	2, Anna Nagar, amaveli
56	K. Govindan	Cleaner	0413	--	--	--	--	Port Qarters
57	N.Veerapandian	Light Keeper	04368	--	--	--	--	Light House KKL.
58	A.Nagooran	Asst. Light keeper	04368	--	--	--	--	Light House KKL.
59	S.Amaladoss	Semi-skilled workman	0413	--	--	--	--	7,M.K. St., Arumparthapuram.
60	G. Outhukattan	Semi-skilled workman	0413	--	--	--	--	33, New st. Vambakeerapalayam

61	J.Anbazhagan	Semi-skilled-workmen	0413	2337114	--	--	--	7, Angalamman Koil st., Vambakeerapalayam.
62	N. Ongaramurthy	WharfSupervisor	0413	--	2253687	--	--	507,Bharathidasan st, Ashoknagar, Lawspet
63	G. Radhakrishnan	WharfSupervisor	0413	--	--	--	--	7,kalki Nagar, Dharmapuri.
64	M.J. Thomas	Attender	0413	--	--	--	-	1,Rue Dumas street, Pondy1
65	V. Velayutham	Mech.I	0413	--	2668955	--	--	21,S.S.nagar, Villianur.
66	P. Kumar	Peon	--	--	--	--	--	22, Mmariamman Koil st, Arasur, Villianur Post.
67	B. Ghalak Sharma	Peon	0413	--	--	--	--	1, Rue Dumas, pondy-1.

Sl. No	Name	Designation	STD Code	Ph.No.		Fax	E-mail	Address
				Office	Home			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
68	G.Baburam Shahani	Gate Sergeant	0413	2250612	--	--	--	3, K.V.Koil st,Kurunji nagar, Laswpet.
69	S.Balakrishnan	Gate Sergeant	0413	--	--	--	--	8, I Cross, Nethaji Nagar, Uppalam.
70	K. Ganesan	Watchman	0413	--	--	--	--	1, Vanchnathan st,(Behind Raman Theatre)
71	P. Carounanidy @ Segar	Watchman	0413	--	--	--	--	1, Rue Dumas St, Pondy
72	K. Malliga	Sanitary Assistant	0413	--	--	--	--	Port quarters
73	P.Kassiammal	Sanitary Assistant	--	--	--	--	--	Embalam.
74	T. Poulendirane	Gurkha Watchman	0413	--	--	--	--	Veerampattinam.

CHAPTER-11 (MANUAL – 10)

The monthly Remuneration Received by each of its Officers and Employees, including the System of Compensation as provided in regulations.

Sl. No.	Name of the incumbent	Designation	Permanent/ Temporary	Present Basic Pay
1	<u>B. Ramkumar</u>	Director of Ports	On Contract Basis	Rs.19,822/-
2	G.Raamakrishnan	Port Officer	Permanent	Rs.9,900/-
3	M. Sivapragasam	Assistant Engineer/holding addl. Charge of the post of Executive Engineer	Permanent	Rs.10,325/-
4	K.Satyanarayana	Junior Accounts Officer	Permanent	Rs.8,100/-
5	D.Selvaraj	Superintendent Gr.II	Permanent	Rs.7,250/-
6	R. Sethuraman	Stenographer Gr.II	Officiating	Rs.5,450/-
7	P.Papatty	Stenographer Gr.III	Officiating	Rs.4,300/-
8	N.Venkatesan	UDC	Permanent	Rs.5,450/-
9	G. Malarvizhi	UDC	Permanent	Rs.5,100/-
10	C. Mouttourattinam	UDC	Permanent	Rs.4,400/-
11	R. Narasimmalu	UDC	Permanent	Rs.4,400/-
12	Djealalidasoupou	LDC	Permanent	Rs.3,800/-
13	R. Geetha	LDC	Permanent	Rs.3,650/-
14	D. Srinivasan	LDC	Permanent	Rs.3,650/-
15	S. Kumaravel	LDC	Officiating	Rs.3,200/-
16	M. Rajendiran	Asst.Engineer(M)	Permanent	Rs.7,700/-
17	T.Varadarajan	Asst.Engineer©)	Permanent	Rs.7,700/-
18	B. Janarthnan	Section Officer	Permanent	Rs.7,700/-

19	S. Sathivelou	Junior Engineer	Permanent	Rs.7,900/-
20	V. Pandurangan	Junior Engineer	Permanent	Rs.7,900/-
21	V. Ramadoss	Junior Engineer	Permanent	Rs.7,700/-
22	M. Massilamani	Junior Engineer	Permanent	Rs.7,500/-
23	R.Jegajothi	Junior Engineer	Permanent	Rs.7,700/-
24	NallamNageswara rao	Junior Engineer	Permanent	Rs.7,500/-
25	P.N.Vijayakumar	Junior Engineer	Permanent	Rs.7,500/-
26	G.PhilipRavidndra ne	Junior Engineer	Permanent	Rs.7,500/-
27	P.Duraiarasan	Junior Engineer	Permanent	Rs.7,500/-
28	C.T.Parthiban	Junior Engineer	Permanent	Rs.7,500/-
29	B. Govindan	Junior Engineer	Permanent	Rs.5,900/-
30	P. Norman	Storekeeper-Gr.I	Permanent	Rs.6,650/-
31	P. Dinagaraj	Storekeeper-Gr.II	Permanent	Rs.4,800/-
32	C. Arunachalam	Port Conservator	Permanent	Rs.5,000/-
33	R. Natarajan	Master Mechanic	Permanent	Rs.4,900/-
34	M.Rethinasamy	Tractor Dr.	Permanent	Rs.6,000/-
35	T.Jeyaraman	Tractor Dr.	Permanent	Rs.5,750/-
36	P.Mani	Driver	Permanent	Rs.4,600/-
37	K.Ramou	Driver	Permanent	Rs.4,200/-
38	D.Maragadavel	Wireman	Permanent	Rs.3,800/-
39	S.Jeevanandam	Wireman	Permanent	Rs.3,125/-
40	V. Sadasivam	Wireman	Permanent	Rs.4,400/-

41	P.Soupramanian	Hammerman	Permanent	Rs.4,070/-
42	R.Thavasimuthu	Welder	Permanent	Rs.4,830/-
43	V.Velayutham	Mechanic	Permanent	Rs.4,030/-
44	M.Arumugam	Fitter Gr.II	Permanent	Rs.4,030/-
45	A. Velavan	Fitter Gr.II	Permanent	Rs.3,650/-
46	E. Vallathan	Lascar	Permanent	Rs.4,030/-
47	M. Ramajeyam	Lascar	Permanent	Rs.3,860/-
48	G. Kaliappan	Lascar	Permanent	Rs.3,860/-
49	P. Venu	Lascar	Permanent	Rs.4,030/-
50	N. Thulasingam	Lascar	Permanent	Rs.3,170/-
51	M. Annamalai	Lascar	Permanent	Rs.2,915-
52	P. Pougajendy	Lascar	Officiating	Rs.2,740/-
53	S. Sivalingam	Lascar	Officiating	Rs.2,740/-
54	S. Goby	Lascar	Officiating	Rs.2,740/-
55	P. Sactivel	Painter	Officiating	Rs.2,650/-
56	S. Selvam	Greaser	Permanent	Rs.2,990/-
57	<u>K. Govindan</u>	Cleaner	Permanent	Rs.3,140/-
58	N.Veerapandian	Light Keeper	Permanent	Rs.3,380/-
59	A. Nagooran	Asst.Light Keeper(KKL)	Permanent	Rs.3,235/-
60	S. Amaladoss	Semi-Skilled-Workman	Permanent	Rs.4,270/-

61	<u>G. Outhukattan</u>	Semi-Skilled-Workman	Permanent	Rs.4,000/-
62	N. Ongaramurthy	Wharf Supervisor	Permanent	Rs.4,350/-
63	G. Radakrishnan	Wharf Supervisor	Permanent	Rs.4,110/-
64	M.J. Thomas	Attender	Permanent	Rs.3,510/-
65	A. Ranganathan.	Peon	Permanent	Rs.3,440/-
66	P.Kumar	Peon	Permanent	Rs.3,440/-
67	B. Ghalak Sharma	Peon	Permanent	Rs.3,080/-
68	G. Baburamshahani	Gate Sergeant	Permanent	Rs.3,370/-
69	S. Balakrishnan	Gate Sergeant	Permanent	Rs.3,520/-
70	K. Ganesan	Watchman	Permanent	Rs.2,780/.
71	P. Carounanidy @ Segar	Watchman	Officiating	Rs.2,605/-
72	K. Malliga	Sanitary Asst.	Permanent	Rs.3,140/-
73	P. Kassiammal	Sanitary Asst.	Officiating	Rs.2,550/-
74	T. Poulendirane	Gurkha Watchman	Officiating	Rs.2,550/-

CHAPTER – 12 (MANUAL - 11)

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format.

YEAR 2004 – 2005.

Sl. No.	Name of the Scheme/head	Activities	Starting date of the activities	Planned & date of the activities	Amount proposed	Amount released/ disburse d (No. of install- ment)	Actual Expr. For the last year	Responsible Officer for the quality & the complete execution of the work
1	Motor Head 3051- Pass & Light Houses- Port Department, Pondicherry, Karaikal, Mahe (Non-Plan)	It is completely Salary component so question of activities under this scheme does not arise.	1-4-04	31-3-05	69.00 lakhs	Does not arise	65.42 lakhs	-----
2	5051-Capital outlay on Port & LightHouses (Plan) (a) Infrastruc ture Devpmt. &improvements to Port & Formation of Port Devpmt. . Corpn.	All kinds of civil worker, conversion of Railways siding into Meter gauge at old Port.	1-4-04	31-3-05				Executive Engineer.
		Maintenance of Light Houses at KKL & Mahe.	-do-	-do-	136.50	-do-	135.97	
	(b) Improve ment to Light Houses at KKL, Mahe.		-do-	-do-	1.30	-do-	1.27	
	(c) Port Operation and improvements	Dredging & connected activities	-do-	-do-	<u>215.20</u> 353.00	-do-	<u>214.17</u> 351.41	

CHAPTER 13 (Manual 12)

The Manner of Execution of Subsidy Programme

No subsidy Programme exists in this department.

CHAPTER 14 (Manual 13)

Particulars of Recipients of Concessions, Permits or authorisation granted by it.

No concessions, permits or authorization are granted.

CHAPTER 15 (Manual - 14)

NORMS SET:

All the Engineering activities are carried out by the Executive Engineer and will be executed as per the norms/ standards contained in the Notice inviting tender/ work order having all technical specification and period of work completion.

All the conservancy activities such as levy of Port dues, Anchorage charges raising of demands bill on port facility users will be made as per the rules laid under various Pondicherry Port Rules.

General rules and guidelines issued by the Finance Department/ Department of Personnel and Administrative Reforms(PW) and Administrative Reforms Wing will be strictly adhered as per the norms/standards on administrative activities.

CHAPTER- 16 (Manual - 15)

All the vital information about Port Department, Government of Pondicherry is made available in the electronic form at <http://port.pon.nic.in>, an exclusive website designed for Port Department, Pondicherry.

CHAPTER 17 (Manual- 16)

For dissemination to the interested public, Office library containing various technical books, journals related to Mechanical/ Marine Engineering and dredging operations are maintained at the Office of the Executive Engineer.

The department participation on Exhibition conducted by the Government of Pondicherry is ensured as and when the opportunity arises.

Through News papers, advertisement are released on behalf of the department explaining the activities of Port Department on all important occasions such as Republic Day and Independence Day.

Apart from the above, through notice boards the information on various port related works are exhibited to the public for wider publicity and participation. Also all the above information is made available through the Pondicherry Government Official Website.

Information booklet on Pondicherry Port Citizen charter released by Port Department, Government of Pondicherry is available for the public. The above means and methods will surely come good to the public who are desirous to get information about Port Department, Government of Pondicherry

CHAPTER 18 (Manual 17)

OTHER USEFUL INFORMATION

18.1 Frequent asked question and their Answers by Public.

1. FAQ: What is the Geographical location of the Pondicherry Port?

Ans: 11° 56N and 79° 50 E, Pondicherry, South India.

2. FAQ: What is the Port Limit?

Ans: From the boundary pillar erected on the seashore of Pondicherry Port 1595 Meters North, 2987 Meters South to 15 fathoms of water in the East.

3. FAQ: Give details of Tidal range and variations?

Ans:

Mamimum tidal height	:	1.30 m
Range at Spring tides	:	1.00 m
Range at Neap tides	:	0.30 m

4. FAQ: Type of climate, Rainfall and temperature?

Ans :

Climate	:	Tropical
Annual rainfall	:	above 130 Cms
Temperature	:	35° C- maximum 20° C- Minimum
Fair weather	:	January to October
Monsoon/rough weather:	:	November to October

5. FAQ : What is the draft of the Navigable channel?

Ans : -4 meters on high tides to -2.5 meters.

6.FAQ : What are the facilities available?

Ans : Navigable channel, cargo quay, electronic weigh bridge, transit sheds, towing launches, tractor trailers, cranes, dry docking, slipway etc.

7. FAQ: What are the port charges?

Ans : Port dues, landing dues, transshipment fees, machinery and equipments hire charges, ground rent, godown aren't, vehicle entrance fee, weighment charges, water charges, wagon siding charges and slipway charges.

8.FAQ: How to register a boat?

Ans: The boats are register under Pondicherry Port Harbour Craft Rules 1970 on payment of Rs.10/- on any working days of the Port Department through a written request. The renewal of the license can be made during the month of January only on payment of renewal fee of Rs.5/- per boat per annum.

18.1 In order to make it convenient for the information seeking public a copy of the filled in application form for reference is given below.

**GOVERNMENT OF PONDICHERRY
PORT DEPARTMENT**

DIRECTOR OF PORTS – 1

PORT OFFICER – 1

Stenographer Gr.II – 1

Establishment

Superintendent Gr.II
UDC – 2
LDC – 3
S.K. GR.II – 1
Driver Gr.III – 1
Peon – 3
Sanitary Asst. – 1

Port Conservancy

Port Conservator – 1
Wharf Supervisor – 2
Semiskilled Workman – 3
Gate Sergeant – 2
Wireless Radio Operator – 1
Gate Watchman – 1
Watchman – 1

**Light House
Karikal**

Light Keeper – 1
Wireman – 1

EXECUTIVE ENGINEER – 1

Stenographer Gr. II – 1

Mechanical – 1
Asst. Engineer – 1
Junior Engineer 5
Mobile Crane
Operator – 2
Master Mech – 1
Mechanic Gr.I – 1
Wireman – 1
Fitter Gr.II – 1
Painter – 1
Greaser – 3
Turner – 1
Welder – 1
Semiskilled
workman – 2
Tractor – 2
Driver – 1

Mechanical – II
Asst Engineer – I
Junior Engineer
(Electrical – 1)
Junior Engineer – 7
Section Officer – 1
Foreman – 1
Tug Driver – 1
Tug Syrang – 1
Tractor Driver – 3
Master Mechanic
(Electrical) – 1
Wireman – 1
Fitter Gr.II – 2
Hammerman – 1
Cleaner – 1
Luscar – 9
Watchman – 1
Semiskilled
Workman - 3

Assistant
Engineer – 1
Junior
Engineer – 1

Accounts
Junior
Accounts
Officer
UDC – 2
LDC – 1
S.K.Gr.I – 1
Driver Gr.II - 1
Attender – 1
Peon – 2
Sanitary
Assistant – 1