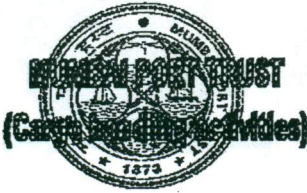
 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES		Location No.	01
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FRONT PAGE

DEPARTMENTAL MANUAL	
Name of Department	Services
Name of Section	Personnel

COPY NO.	DESIGNATION	DATE OF ISSUE	SIGNATURE
1	M(SOM)	12 / 09/ 2005.	


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	Department	SERVICES	Location No.	02
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	Title	DEPARTMENTAL OBJECTIVES		
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DEPARTMENTAL OBJECTIVES

1. Direct recruitment to the baseline posts by redeployment from within the Port in 6 months from the date of receipt of proposal of requirement from the department.
2. Direct recruitment to the baseline posts from outside in 6 months from the date of receipt of approval of competent authority.
3. Appointment to posts of Heads of Departments – Forwardal of proposal to the Ministry - 3 months prior to date of occurrence of vacancy, if known within 3 months of date of occurrence of vacancy.
4. Promotions within the officers' cadre – holding of DPC meetings and submission of DPC Report for the acceptance by the Appointing Authority within 20 working days from the date of receipt of proposal from the departments complete in all respects along with vigilance clearance.
5. Nomination for training
 - (a) within India - Obtaining competent approval within 7 days of receipt of proposal complete in all respects from the departments (7 days prior to date of commencement of the training programme). (Routine)
 - (b) abroad - Forwardal of proposals for approval of the Ministry within 30 working days from the date of receipt of complete information of the Course from the Ministry/Training Institutes.
6. Confirmation / completion of probation period within 15 days from the date of receipt of Assessment Report complete in all respects from the department. (Routine)


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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	05
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	Title	DEPARTMENTAL BRIEF		
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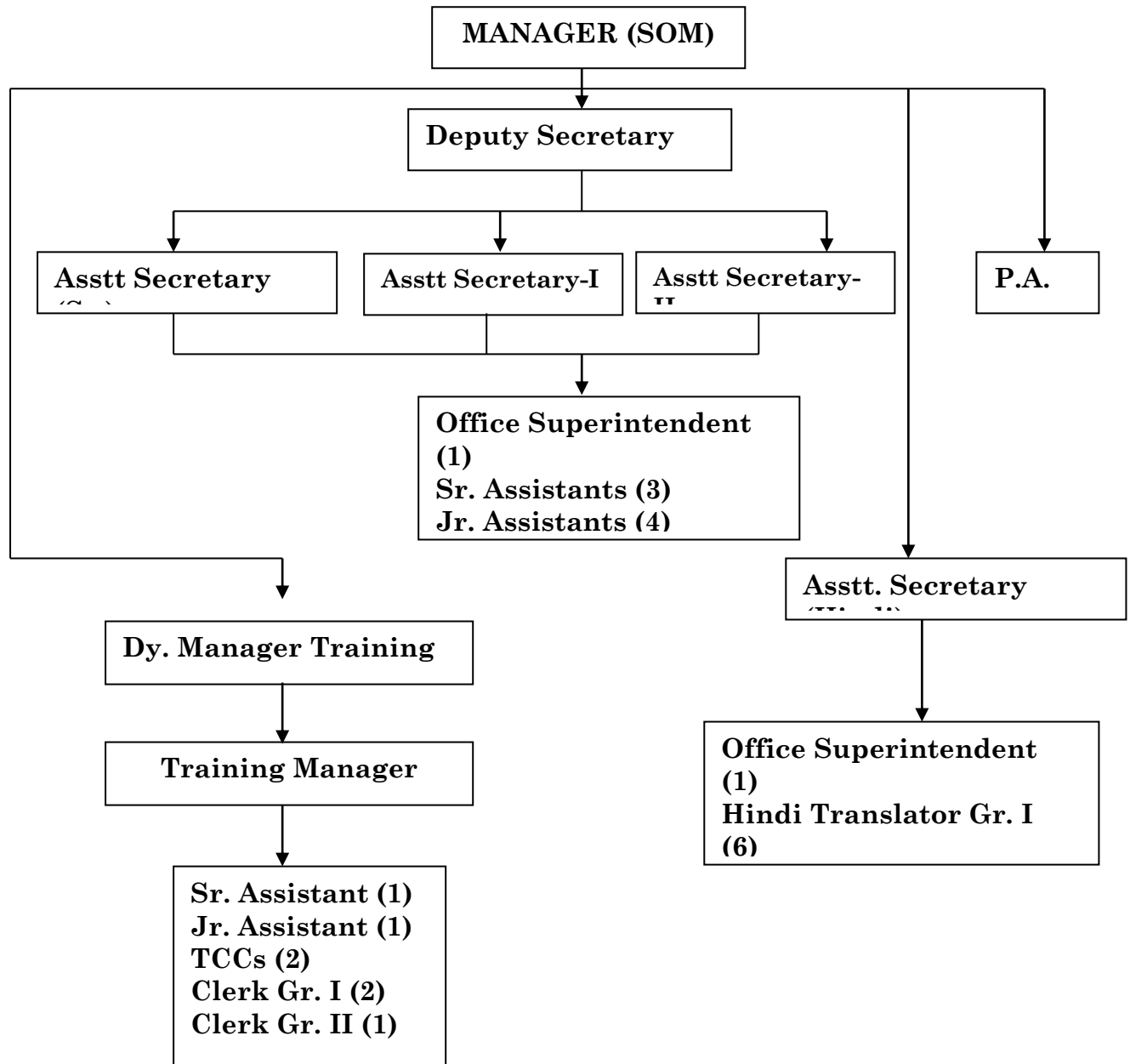
DEPARTMENT BRIEF

1. Framing/amendment of service regulations and related matters.
2. Manpower planning, cadre review/restructuring with optimisation of manpower utilisation/multiskilling
3. Recruitment by direct/redeployment including compassionate appointments to all posts in all departments.
4. Promotion to various Class I and Class III posts including holding of DPCs.
5. Confirmation of officers on completion of probation period/extension of probation period.
6. Reservation in Services/SC, ST, Ex-Servicemen, Physically handicap, Sportsmen – Implementation of orders and monitoring.
7. All service matters pertaining to officers/staff.
8. Nomination for training, seminars, conferences.
9. References from Government and other major ports.
10. Periodical returns to the Government and Chairman.
11. Performance appraisal, Monitoring completion of ACRs as per target dates.
12. Establishment matters of pool of (a) Stenographers (b) Typist-cum-Computer Clerks.
13. Grievances of officers.
14. Implementation of Official Language Hindi.


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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	06
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	Title	DEPARTMENTAL CHART		
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DEPARTMENTAL



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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	07.1
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	Title	RESPONSIBILITIES		
	Date	12/09/2005		

RESPONSIBILITIES

1.2.1 Manager (Services & Organisation and Methods)

Manager (SOM) reports to the Deputy Chairman/Chairman. S/He is the Head of the department and is responsible to ensure HRM and HRD in the port. Major responsibilities include framing/amendment of service regulations and related matters; Manpower planning, cadre review/restructuring with optimisation of manpower utilisation/multiskilling; Recruitment by direct/redeployment including compassionate appointments to all posts in all departments; Promotion to various Class I and Class III posts including holding of DPCs; Confirmation of officers on completion of probation period/extension of probation period; Reservation in Services/SC, ST, Ex-Servicemen, Physically handicap, Sportsmen – Implementation of orders and monitoring; All service matters pertaining to officers/staff; Nomination for training, seminars, conferences; References from Government and other major ports; Periodical returns to the Government and Chairman; Performance appraisal, Monitoring completion of ACRs as per target dates; Establishment matters of pool of (a) Stenographers (b) Typist-cum-Computer Clerks; Grievances of officers and Implementation of Official Language Hindi.


1.2.2 Deputy Secretary

Dy. Secretary assists Manager (SOM) to ensure HRM and HRD in the port, to complete review of employees under FR 56(j), to fill up identified baseline vacancies, to arrange DPC meetings on receipt of proposals from the departments, vigilance clearance and ACRs, to issue guidelines to departments on reservation and service matters, to computerise the service rules, to attend to grievances of officers, to attend to references from Government and to review performance of officers prior to completion of probation period.

1.2.3 Deputy Manager (Training)

Dy. Manager (Trg.) assist the Manager (SOM) to organise training for the employees as targeted under ISO:9001 broadly in areas of computer training, functional training for skill development, civil defence and safety aspects, to assess training needs, in detail, for officers and Class III and

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	07.2
	Section	PERSONNEL	Page No.	2 of 3
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	Title	RESPONSIBILITIES		
	Date	12/09/2005		

Class IV employees for improving their skill and efficiency, in consultation with the departments for organising suitable training programmes at PMTC, to assess training needs for employees selected for redeployment in various posts and to organise suitable training to impart them skills/know-how required for the new jobs, to select training programmes from those offered by NIPM and IIPM on subjects common for officers and senior clerical staff of various departments and to organise the same at PMTC with the help of their faculty, to co-ordinate with the departments for smooth implementation of training programmes and to obtain feed-back from the participants, to ensure compliance of ISO requirements and to maintain continuous improvement in the quality system adopted for Training Centre.

1.2.4 Assistant Secretary (Sr.)

Asstt. Secretary (Sr.) assists the Manager (SOM) and the Dy. Secretary in the matters pertaining to (i) Compassionate appointments, (ii) references from Government, IPA and Major Ports, (iii) framing/amendment of Pension, Provident Fund, Allotment & Occupancy of Residences and Housing Loan Regulations, (iii) recruitment, promotion and other service matters in respect of Docks (including Security), Medical, Estate and Labour Departments and (iv) miscellaneous matters and any other work entrusted by the Dy. Secretary and the Manager (SOM).


1.2.5 Assistant Secretary - I

Asstt. Secretary assists the Manager (SOM) and the Dy. Secretary in the matters pertaining to (i) Stenographers pool, (ii) framing/amendment of regulations other than those allotted to AS(Sr.) and AS-II, recruitment, promotion and other service matters in respect of Mechanical, Railway, Stores, Legal and Accounts Departments, FR56(j) in respect of Class III and IV employees and reservation in services and ACP cases and any other work entrusted by the Dy. Secretary and the Manager (SOM).

1.2.6 Assistant Secretary – II

Asstt. Secretary assists the Manager (SOM) and the Dy. Secretary in the matters pertaining to (i) training and TCCs pool, (ii) framing/amendment of Leave, Conduct and CCA Regulations, (iii) recruitment, promotion and other service matters in respect of Port,

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	07.3
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	Title	RESPONSIBILITIES		
	Date	12/09/2005		

Secretary, Civil Engineering, Vigilance and Planning & Research departments, (iv) FR 56(j) in respect of Class I and II officers, (v) work relating to ISO Manual and any other work entrusted by the Dy. Secretary and the Manager (SOM).

12.6 Assistant Secretary (Hindi)

Asstt. Secretary (Hindi) assists the Manager (SOM) in the matters pertaining to implementation of Rajbhasha Hindi in Mumbai Port Trust. Monitor increased use of Hindi in day-to-day working. Attend to translation work of Manuals, Regulations, Parliamentary, Questionnaires/replies. To forward periodic reports to Ministry on implementation of Hindi.

1.2.6 Office Superintendent


Office Superintendent is overall in-charge of the Section. S/He supervises working of the department, distributes the cases received in the department amongst the members of the staff, deals with the matters pertaining to ACP cases, Docks department..

1.2.7 Senior Assistant/Junior Assistant/Typist-cum-Computer Clerk

These are the three levels below the post of Office Superintendent. These staff members work with the officers and assist them in dealing with the matters allocated to them. Persons in these posts work interchangeable in pairs.

The activities are carried out as per the Work Instructions.

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	08.1
	Section	PERSONNEL	Page No.	1 of 4
	Doc. No.	DM/RAM/01	Revision	0
	Title	RESPONSIBILITY AUTHORITY MATRIX		
	Date	12 /09/2005		

RESPONSIBILITY AUTHORITY MATRIX


R – Responsibility A – Authority RD-Referencing & Draft note

EF-Examine & Finalise note SR – Scrutiny of proposal & recommendation

CC – Confirming for competent sanction


Sr. No.	Activity	CHM	DY. CHM	M (SO M)	DS	AS – I/ II/ (Sr.)	STA FF
1.	Framing /amendment of service regulations and related matters	R	R	CC	SR	EF	RD
2.	Manpower planning, cadre review / restructuring with optimisation of manpower utilisation / multiskilling	R & A	R & A	R & CC	SR	EF	RD
3.	Recruitment by direct / redeployment including compassionate appointments to all posts in all departments.	R & A	R & A	R & A & CC	R & A & CC	EF	RD

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	08.1
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4.	Promotion to various Class I and Class III posts including holding of DPCs.	R & A	R & A	R & A & CC	R & SR	EF	RD
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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	08.2
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5.	Confirmation of officers on completion of probation period / extension of probation period.	R & A	R & A	R & CC	SR	EF	RD
6.	Reservation in Services /SC, ST, Ex-Servicemen, Physically handicap, Sportsmen – Implementation of orders and monitoring.	R & A	R & A	R	R & SR	EF	RD
7.	All service matters pertaining to officers/staff	R & A	R & A	R & A & CC	R & SR	EF	RD
8.	Nomination for training, seminars, conferences	R & A	R & A	R	SR	EF	RD
9.	References from Government and other major ports.	R	R	CC	SR	EF	RD
10.	Periodical returns to the Government and Chairman	R & A	R & A	R	R & SR & CC	EF	RD
11.	Performance appraisal, Monitoring completion of ACRs as per target dates	R & A	R & A	R & CC	SR	EF	RD

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	08.2
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	Title	RESPONSIBILITY AUTHORITY MATRIX		
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12.	Establishment matters of pool of (a) Stenographers (b) Typist-cum-Computer Clerks.	A	A	R & A	R & CC	EF	RD
13.	Grievances of officers.	A	A	R & CC	SR & CC	EF	RD
14.	Implementation of Official Language Hindi	A	A	R & CC			RD

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	09
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	Title	INDEX FOR SYSTEM PROCEDURES		
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INDEX FOR SYSTEM PROCEDURES

SR. NO.	TITLE OF SYSTEM PROCEDURES	NO. OF SP	LOCATION
1.	SP for Direct Recruitment – by Redeployment	DM/SP/01	10.1 to 10.3
2.	SP for Direct Recruitment from Outside	DM/SP/02	10.4 to 10.7
3.	SP for Recruitment of Hod	DM/SP/03	10.8
4.	SP For Promotion	DM/SP/04	10.9
5.	SP for Nomination of Officers and Employees for training within India	DM/SP/05	10.10 to 10.11
6.	SP for Training of Officers outside India	DM/SP/06	10.12 to 10.13
7.	SP for Probation	DM/SP/07	10.14

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	10.1
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	Doc. No.	DM/SP/01	Revision	0
	Title	SP FOR DIRECT RECRUITMENT		
	Date	12/09/2005		


SP FOR DIRECT RECRUITMENT – BY

Objective : To meet the requirements in the baseline posts from amongst the existing employees of the Port.

Scope : All Departments


Sl. No.	ACTIVITIES	TIME SCHEDULE	DOCUMENTS	
			REFERRED	GENERATED
1.	Receipt of proposal in the prescribed format from the department.	--		P/FO/01
2.	The proposal is to be scrutinised vis-a-vis optimum strength, eligibility criteria in RSP Regulations and Govt. orders on reservation and service.	7 days	RSP Regulations and DOPT's OM on percentage of reservation in service.	
3.	A note will be submitted along with the proposal received from the department to the Competent Authority for approval to invite applications by issuing Circular for redeployment from within the port and the circular will be issued in the prescribed format.	7 day [30 days for receipt of applications after issue of circular]		P/FO/02
4.	After Scrutiny of the applications received eligible candidates to be shortlisted and note to be submitted to the competent authority seeking orders on holding of written test and/or interview, constitution of Services Selection Committee, names of the paper setters, syllabus of the examination and calling of eligible candidates for written examination / interview as the case may be.	25 days		

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	10.2
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5.	Call letters will be issued in the prescribed format to the eligible candidates for appearing in written test/interview	7 days [15 days preparation time to be allowed to candidates]		P/FO/03
6.	Officer / employee nominated to set the paper will be requested to set the papers based on the approved contents within the stipulated period.	3 days		
7.	On receipt of the question paper from the paper setter, arrangements will be made for holding of examination with the approval of Manager (SOM)	On the date specified in the call letter at Sl.No.5 above		
8.	After completion of examination the answer papers will be sealed and signature of the concerned officer will be affixed on the sealed envelope.	Same Day		
9.	The sealed envelope containing answer sheets will be opened by the dealing officer who will then encode the answer sheets and forward in a sealed envelope to the paper setter for return after assessment.	3 days		
10.	Assessed answer sheets will be decoded and the results of written examination will be submitted to the competent authority for orders its declaration and a decision on number of candidates to be invited for interview before the SSC.	20 days		

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	10.3
	Section	PERSONNEL	Page No.	3 of 3
	Doc. No.	DM/SP/01	Revision	0
	Title	SP FOR DIRECT RECRUITMENT		
	Date	12/09/2005		

11.	A meeting of SSC will be convened for selection.	30 days including minium 15 days preparation time to the candidates		
12.	Based on the assessment of the candidates by the SSC a report will be prepared for signature of SSC members in the format.	7 days		P/FO/04
13.	Duly signed SSC report will be submitted to the Competent Authority for acceptance and approval to appointments of selected candidates on probation as prescribed in RSP.	7 days		
14.	On acceptance of SSC report with proposed appointments by the competent authority offer of appointment will be issued to the selected candidates.	15 days		
15.	On acceptance of the offer of appointment by the candidate, the department where the vacancy exists will be informed of appointment with a copy to employee's existing department for his relieving.	7 days		
16.	A copy of the SSC report will be forwarded to the concerned department and Accounts department for information and necessary action.	2 days		

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	10.4
	Section	PERSONNEL	Page No.	1 of 4
	Doc. No.	DM/QSP/02	Revision	0
	Title	SP FOR DIRECT RECRUITMENT (OUTSIDE)		
	Date	12/09/2005		


SP FOR DIRECT RECRUITMENT FROM OUTSIDE

Objective : To meet the requirements in the baseline posts from outside the Port.

Scope : All Departments


Sl. No.	ACTIVITIES	TIME SCHEDULE	DOCUMENTS	
			REFERRED	GENERATED
1.	Receipt of proposal in the prescribed format from the department.	---		P/FO/01
2.	The proposal is to be Scrutinised vis-a-vis optimum strength, eligibility criteria in RSP Regulation and Govt. orders on reservation and service.	7 days	RSP Regulations and DOPT OM's on percentage of reservation in service.	
3.	A note will be submitted along with the proposal received from the department to the Competent Authority for approval to invite applications in prescribed format by issuing Advertisements in leading news paper having nationwide circulation in respect of Class I and II posts and having regional circulation in State of Maharashtra in case of Class III and IV posts with simultaneous notification to nearest Employment Exchange/s.	7 days [30 days for receipt of applications after issue of circular]		P/FO/02-A

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	10.5
	Section	PERSONNEL	Page No.	2 of 4
	Doc. No.	DM/QSP/02	Revision	0
	Title	SP FOR DIRECT RECRUITMENT (OUTSIDE)		
	Date	12/09/2005		


4.	After Scrutiny of the applications received eligible candidates to be shortlisted and note to be submitted to the competent authority seeking orders on holding of written test and/or interview, constitution of Services Selection Committee, names of the paper setters, syllabus of the examination and calling of eligible candidates for written examination / interview as the case may be.	25 days		
5.	Call letters will be issued in the prescribed format to the eligible candidates for appearing in written test/interview	7 days [15 days preparation time to be allowed to candidates]		P/FO/05
6.	Officer / employee nominated to set the paper will be requested to set the papers based on the approved contents within the stipulated period.	3 days		
7.	On receipt of the question paper from the paper setter, arrangements will be made for holding of examination with the approval of competent authority.	On the date specified in the call letter at Sl.No.5 above		
8.	After completion of examination the answer papers will be sealed and signature of the concerned officer will be affixed on the sealed envelope.	Same Day		

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	10.6
	Section	PERSONNEL	Page No.	3 of 4
	Doc. No.	DM/QSP/02	Revision	0
	Title	SP FOR DIRECT RECRUITMENT (OUTSIDE)		
	Date	12/09/2005		


9.	The sealed envelope containing answer sheets will be opened by the dealing officer who will then encode the answer sheets and forward in a sealed envelope to the paper setter for return after assessment.	3 days		
10.	Assessed answer sheets will be decoded and the results of written examination will be submitted to the competent authority for orders on number of candidates to be invited for interview before the SSC and declaration of list of successful candidates.	20 days		
11.	A meeting of SSC will be convened for selection.	30 days including minimum 15 days preparation time to the candidates		
12.	Based on the assessment of the candidates by the SSC a report in the prescribed format will be prepared for signature of SSC members.	7 days		P/FO/04
13.	Duly signed SSC report will be submitted to the Competent Authority for acceptance and approval to appointments of selected candidates on probation as prescribed in RSP.	7 days		

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 <p>MUMBAI PORT TRUST (Cargo handling activities)</p>	Department	SERVICES	Location No.	10.7
	Section	PERSONNEL	Page No.	4 of 4
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	Title	SP FOR DIRECT RECRUITMENT (OUTSIDE)		
	Date	12/09/2005		

14.	On acceptance of SSC report with proposed appointments by the competent authority a offer of appointment will be issued to the selected candidates.	15 days		
15.	On acceptance of the offer the candidates will be directed for pre-appointment medical examination to the Medical Department along with details containing his attested photograph.	7 days		
16.	On receipt of medical fitness report, the candidate will be directed to report to the department for which appointed.	3 days		
17.	A copy of the SSC report will be forwarded to the concerned department and Accounts department for information and necessary action.	2 days		

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	10.8
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/SP/03	Revision	0
	Title	SP FOR RECRUITMENT OF HOD		
	Date	12/09/2005		


SP FOR RECRUITMENT OF HOD

Objective : To seek appointment to the post of HOD

Scope : All Departments

Sl. No.	ACTIVITIES	TIME SCHEDULE	DOCUMENTS	
			REFERRED	GENERATED
1.	A note is submitted to the Chairman for order on circulation of vacancy in the post of Head of the Department to the Major Ports under composite method of recruitment as prescribed by MbPT Recruitment to HODs Regulations, 1993.	20 days	MbPT (Recruitment of Heads of Departments) Regulations, 1993.	
2.	The vacancy is circulated to all the Major Ports inviting applications from eligible candidates in the prescribed format through proper channel within the stipulated date.	10 days [Plus 30 days time for candidates to apply]		P/FO/06
3.	All applications received are scrutinised vis-à-vis recruitment criteria specified in the Schedule to MbPT (Recruitment to HODs) Regulations, 1993 for the specified post and a statement giving detailed analysis on qualifying criteria and remarks on the eligibility or otherwise is prepared and submitted to the Chairman along with a proposal to the Ministry of Shipping requesting convening of the meeting of SSC in terms of Regulation No. 11 of MbPT (Recruitment to HODs) Regulations, 1993.	30 days		

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	10.9
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	Doc. No.	DM/SP/04	Revision	0
	Title	SP FOR PROMOTION		
	Date	12/09/2005		


SP FOR PROMOTION

Objective : To give promotion to the eligible Class I Officers.

Scope : All Departments

Sl. No.	ACTIVITIES	TIME SCHEDULE	DOCUMENTS	
			REFERRED	GENERATED
1.	Receipt of proposal in the prescribed format from the department for promotion of officers in regular / leave vacancies.	---		P/FO/07
2.	Proposal received from the departments will be scrutinised vis-a-vis optimum strength, eligibility criteria in RSP Regulations, vigilance clearance and benchmark grading.	5 days		
3.	Meeting of the DPC will be convened to assess the suitability of the officer/s falling in the zone of consideration	5 days		
4.	Report of the of DPC along with recommendations will be prepared in the prescribed format.	3 days		P/FO/08
5.	DPC report in the prescribed format will be submitted for acceptance and approval to promotion of the officer on probation to the Competent Authority.	5 days		
6.	The concerned department and Accounts department will be informed of acceptance of the DPC's recommendations by the Competent Authority.	2 days		

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	10.10
	Section	PERSONNEL	Page No.	1 of 2
	Doc. No.	DM/SP/05	Revision	0
	Title	SP FOR TRAINING		
	Date	12/09/2005		

**SP FOR NOMINATION OF
OFFICERS AND EMPLOYEES WITHIN INDIA**


Objective : To meet the training requirements of employees of Mumbai Port Trust.

Scope : All departments
(i) for training to Class III and IV employees at PMTC, Quality System Procedures (QSP) already exists in the PMTC Manual.

(ii) for training to Class I and II officers and employees outside PMTC, the SP is as under :


Sl. No.	ACTIVITIES	TIME SCHEDULE	DOCUMENTS	
			REFERRED	GENERATED
1.	Circulation of Course Calendar from NIPM/IIPM and from other Training Institutes to the Departments for nominations in the prescribed format one month before the commencement of the Course.	15 days		P/FO/09
2.	Scrutiny of nominations vis-à-vis training requirements in annual performance reports, training guidelines.	2 days		P/FO/10
3.	Submission of scrutinised proposal in the Format No.P/FO/10 to the Dy. Chairman seeking orders for proposed nomination.	3 days		

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES		Location No.	10.11
	Section	PERSONNEL		Page No.	2 of 2
	Doc. No.	DM/SP/05		Revision	0
	Title	SP FOR TRAINING			
	Date	12/09/2005			

4.	Intimation regarding nomination of the officer/employee to the concerned training institute department of the officer/employee and Accounts department for necessary action.	2 days		P/FO/11
5.	Receipt of the Report on Training Course attended by the officer/employee along with remarks of the HOD in Format No.P/FO/12.	7 days		P/FO/12
6.	Submission of the Training report received from the Department to the Manager (SOM).	2 days		

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	10.12
	Section	PERSONNEL	Page No.	1 of 2
	Doc. No.	DM/SP/06	Revision	0
	Title	SP FOR TRAINING (ABROAD)		
	Date	12/09/2005		


SP FOR TRAINING OF OFFICERS OUTSIDE INDIA

Objective : To meet the advanced training requirements of Senior Class I officers

Scope : All departments


Sl. No.	ACTIVITIES	TIME SCHEDULE	DOCUMENTS	
			REFERRED	GENERATED
1.	Receipt of intimation of training abroad from the Ministry, IPA other Training Institutes abroad.			
2.	Submission of a note for orders on nomination of the officer (s) with necessary details viz. courseware, duration, likely expenditure through the Manager (SOM) to competent authority.	20 days		
3.	On receipt of Chairman's orders, forward nomination to Ministry for approval to participate in training programme along with check-list prescribed by the Ministry. Wherever specified, intimate the concerned training institute of proposed nomination subject to formal approval of the Ministry.	10 days	P/FO/13 (Forwarded by the Ministry)	

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES		Location No.	10.13
	Section	PERSONNEL		Page No.	2 of 2
	Doc. No.	DM/SP/06		Revision	0
	Title	SP FOR TRAINING (ABROAD)			
	Date	12/09/2005			

4.	On receipt of approval from the Ministry on the proposed nomination, intimate the training institute, officer's department and Accounts Department for necessary action.	3 days		
5.	Receipt of the Report on Training Course attended by the senior officer along with remarks of the Reporting Officer in Format No.P/FO/12.	7 days		P/FO/12

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	10.14
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/SP/07	Revision	0
	Title	SP FOR PROBATION		
	Date	12 /09/2005		


SP FOR PROBATION

Objective : To confirm the officers on completion of probation.

Scope : All Departments

Sl. No.	ACTIVITIES	TIME SCHEDULE	DOCUMENTS	
			REFERRED	GENERATED
1.	Receipt of proposal in the prescribed format from the department one month before completion of probation of officer.	7 days		P/FO/14
2.	Proposal received from the departments will be scrutinised as also receipt of vigilance clearance.			
3.	Meeting of the DPC will be convened to assess the performance of the officer.			
4.	Report of the DPC along with recommendations will be prepared.	8 days		
5.	DPC report will be submitted for acceptance to the Competent Authority.			
6.	The concerned department and Accounts department will be informed of acceptance of the DPC's recommendations by the Competent Authority.			


Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	11
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/WI/01	Revision	0
	Title	INDEX FOR WORK INSTRUCTIONS		
	Date	12/09/2005		

INDEX FOR WORK INSTRUCTIONS

Sl. No.	Title of WI	No. of W1	Location
1.	Work instructions for direct recruitment by redeployment	DM/WI/01	12.1
2.	Work instructions for direct recruitment from outside	DM/WI/02	12.2
3.	Work instructions recruitment of HODs	DM/WI/03	12.3
4.	Work instructions for promotion	DM/WI/04	12.4
5.	Work instructions for nomination of officers and employees for training within India	DM/WI/05	12.5
6.	Work instructions for training of officers outside India	DM/WI/06	12.6
7.	Work instructions for probation	DM/WI/07	12.7


Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	12.1
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/WI/01	Revision	0
	Title	WORK INSTRUCTIONS FOR RECRUITMENT (BY REDEPLOYMENT)		
	Date	12/09/2005		

WORK INSTRUCTIONS FOR DIRECT RECRUITMENT BY REDEPLOYMENT

- (a) Scrutinise the proposal received in format No.P/FO/01 vis-a-vis optimum strength, eligibility criteria in RSP Regulation.
- (b) Prepare a note as per Activity No. 3 listed in SP for direct recruitment- by redeployment at location No.10.1
- (c) Issue circular in Format No. P/FO/02.
- (d) Scrutinise applications vis-a-vis prescribed criteria
- (e) Prepare a note as per Activity No. 4 listed in SP for direct recruitment- by redeployment at location No. 10.1
- (f) Issue call letters.
- (g) Intimate the paper setter/s.
- (h) Conduct written examination.
- (i) Encode and forward the assessed answer sheets to paper setter/s for return after assessment.
- (j) Decode the answer sheets and prepare a note as per Activity No.10 listed in SP for direct recruitment by redeployment at location 10.2.
- (k) Convene SSC meeting for interview for selection.
- (l) Preparation of SSC Report in Format No.P/FO/04.
- (m) Submit Report for approval of the Competent Authority for orders on acceptance and appointment.
- (n) Issue offer of appointment.
- (o) Intimate the departments.
- (p) Send SSC report to the concerned department and Accounts Department


Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	12.2
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/WI/01	Revision	0
	Title	WORK INSTRUCTIONS FOR RECRUITMENT (FROM OUTSIDE)		
	Date	12/09/2005		

WORK INSTRUCTIONS FOR DIRECT RECRUITMENT FROM OUTSIDE

- (a) Scrutinise the proposal received in format No.P/FO/01 vis-a-vis optimum strength, eligibility criteria in RSP Regulation and Govt. orders on reservation and service.
- (b) Prepare a note as per Activity No. 3 listed in SP for direct recruitment- by redeployment at location No. 10.4
- (c) Issue circular.
- (d) Scrutinise applications vis-a-vis prescribed criteria
- (e) Prepare a note as per Activity No. 4 listed in SP for direct recruitment- by redeployment at location No. 10.4
- (f) Issue call letters.
- (g) Intimate the paper setter/s.
- (h) Conduct written examination.
- (i) Encode and forward the assessed answer sheets to paper setter/s for return after assessment.
- (j) Decode the answer sheets and prepare a note as per Activity No.10 listed in SP for direct recruitment from outside at location 10.5
- (k) Convene SSC meeting for interview for selection.
- (l) Preparation of SSC Report in Format No.P/FO/04.
- (m) Submit Report for approval of the Competent Authority for orders on acceptance and appointment.
- (n) Issue offer of appointment.
- (o) Send candidates for pre-appointment medical examination
- (p) Direct the selected candidates to report the departments.
- (q) Send SSC report to the concerned department and Accounts Department


Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	12.3
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/WI/01	Revision	0
	Title	WORK INSTRUCTIONS FOR RECRUITMENT OF HOD		
	Date	12/09/2005		

WORK INSTRUCTIONS FOR RECRUITMENT OF HOD

- (a) Prepare note to the Chairman as per Activity No. 1 listed in SP for recruitment of HODs at location No. 10.8
- (b) Circulation of vacancy to all Major Ports inviting applications in Format No. P/FO/06
- (c) Scrutiny of applications
- (d) Framing of draft proposal to the Government.
- (e) Forwardal of approved proposal to the Ministry.


Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	12.4
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/WI/01	Revision	0
	Title	WORK INSTRUCTIONS FOR PROMOTION		
	Date	12/09/2005		

WORK INSTRUCTIONS FOR PROMOTION

- (a) Scrutinise the Format No.P/FO/07 as per Activity No. 2 of SP for Promotion at location No. 10.9
- (b) Convene DPC meeting
- (c) Preparation of DPC report in format No.P/FO/08.
- (d) Submission of DPC report for acceptance by competent authority
- (e) Intimate concerned departments and Accounts department.


Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	12.5
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/WI/01	Revision	0
	Title	WORK INSTRUCTIONS FOR TRAINING (WITHIN INDIA)		
	Date	12/09/2005		

**WORK INSTRUCTIONS FOR NOMINATION OF
OFFICERS AND EMPLOYEES WITHIN INDIA
FOR TRAINING WITHIN INDIA**

- (a) Circulate the Course Calendar from NIPM/IIPM and from other Training Institutes to the Departments in Format No.P/FO/09 in 15 working days from the date of receipt.
- (b) Scrutinise the particulars furnished in Format No.P/FO/10 vis-à-vis training guidelines and recordings in annual performance report.
- (c) Submit the Format No.P/FO/10 for approval of Competent Authority through the Dealing Officer(s).
- (d) Intimate the Training Institute, Officers department and Accounts department in Format No.P/FO/11.
- (e) Submit Format No.P/FO/12 to Manager (SOM) on receipt from the officer through the department.


Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	12.6
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/WI/01	Revision	0
	Title	WORK INSTRUCTIONS FOR TRAINING (ABROAD)		
	Date	12/09/2005		

<p align="center">WORK INSTRUCTIONS FOR NOMINATION OF SENIOR OFFICERS OUTSIDE INDIA</p>
--

- (a) On receipt of intimation for nomination for training abroad submit a note for orders of competent authority through dealing officer (s).
- (b) Fill the check-list in Format No.P/FO/13 and forward to Ministry through dealing officer (s). Wherever specified, intimate the concerned training institute of proposed nomination subject to formal approval of the Ministry.
- (c) On receipt of approval from the Ministry on the proposed nomination, intimate the training institute, officer's department and Accounts Department for necessary action.
- (d) Submit Format No.P/FO/12 to Manager (SOM) on receipt from the officer through the department.


Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	12.7
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/WI/01	Revision	0
	Title	WORK INSTRUCTIONS FOR PROBATION		
	Date	12/09/2005		

WORK INSTRUCTIONS FOR PROBATION

- (a) Scrutinise the Format No.P/FO/14 as per Activity No.2 of SP of Probation at location No.10.14
- (b) Convene DPC meeting.
- (c) Preparation of DPC Report.
- (d) Submission of DPC Report for acceptance by Competent Authority.
- (e) Convey acceptance of competent authority to the concerned department and Accounts department.


Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	13
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/FO/01	Revision	0
	Title	INDEX FOR FORMATS		
	Date	12/09/2005		

INDEX FOR FORMATS

Sl. No.	Title of FO	No. of FO	Location
1.	Proposal from department to fill baseline vacancy by redeployment	P/FO/01	14.1
2.	Application for the post (for redeployment)	P/FO/02	14.2
3.	Application for the post (from outside)	P/FO/02-A	14.3 to 14.4
4.	Call letter	P/FO/03	14.5
5.	Report of Services Selection Committee	P/FO/04	14.6
6.	Call letter (OUTSIDE CANDIDATES)	P/FO/05	14.7
7.	Application for HOD	P/FO/06	14.8 to 14.9
8.	Proposal from the department for promotion of officer in regular / leave vacancy	P/FO/07	14.10
9.	Report of Departmental Promotion Committee	P/FO/08	14.11
10.	Circulation of course calendar / training programme to the departments	P/FO/09	14.12 to 14.13
11.	Nomination of officer / employee for training programme	P/FO/10	14.14 to 14.15
12.	Intimate nomination of officer / employee to the training institute, officer's department and Accounts department	P/FO/11	14.16 to 14.17
13.	Training Report	P/FO/12	14.18
14.	Check list for nomination of officers abroad	P/FO/13	14.19
15.	Proposal from department for completion / confirmation of probation of officer	P/FO/14	14.20 to 14.22

Prepared by		Checked by		Approved by		Issued by	
NAME	KSS	NAME		NAME	PS	NAME	SGT
Signature		Signature		Signature		Signature	

 <p>MUMBAI PORT TRUST (Cargo handling activities)</p>	Department	SERVICES		Location No.	14.1
	Section	PERSONNEL		Page No.	1 of 1
	Doc. No.	P/FO/01		Revision	0
	Title	BASELINE POST			
	Date	12/09/2005			

FORMAT NO. P/FO/01

No.

Date :

THE MANAGER (SOM)


Sub : Filling up the baseline post of _____.

With reference to the above, kindly arrange to fill the post of _____ . The requisite details for filling up the post are as under :

- | | | |
|-----|--|---|
| (1) | Post | : |
| (2) | Cadre Strength | : |
| (3) | Operated Strength | : |
| (4) | Grade | : |
| (5) | No. of vacant posts | : |
| (6) | Educational and other qualifications prescribed in the Recruitment Rules | : |
| (7) | Reservation requirements | : |
| (7) | Any other relevant information | : |

(Head of Department/
Addl./Dy. Head of Department)

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	14.2
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	P/FO/02	Revision	0
	Title	APPLICATION		
	Date	12/09/2005		

**FORMAT NO. P/FO/02
FOR REDEPLOYMENT**

**MUMBAI PORT TRUST
SERVICES DEPARTMENT
APPLICATION FOR THE POST OF _____**

AFFIX LATEST
PASSPORT SIZE
PHOTOGRAPH

- Name Shri/Smt./Kum. _____
(Surname) (First Name) (Father's/Husband's Name)
- Present post held : _____ w.e.f. _____ Payscale Rs. _____
- Department : _____ Section : _____
- Date of continuous appointment in MbPT : _____
- Age and Date of Birth : _____
- Date of continuous appointment in MbPT : _____
- Whether belongs to SC/ST/OBC : _____
(Copy of caste certificate enclosed)
- Educational Qualifications/Technical Qualifications* : :

Examination	Board/ University	Year of Passing	Class/percentage (upto second decimal place)	No. of Attempt/s

- Other Qualifications*, if any : _____

I offer my candidature for the above post.

Attested copies of relevant marksheets are enclosed.

Date : _____

Signature of the applicant

*DA : Copies of certificates (_____ sheets)

No. _____

Forwarded to the Manager(SOM), Mumbai Port Trust. The particulars of the employee stated by him/her have been verified and are correct. He/She is eligible for consideration as per the criteria prescribed.

Performance report of the employee is-

i) Attendance: _____

ii) Conduct : _____

(With details of adverse remarks, disciplinary action, pending or contemplated , penalties imposed, if any)


iii) Work Assessment : _____

iv) General Remarks, if any :

Date : _____

SIGNATURE OF THE HOD.

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	14.3
	Section	PERSONNEL	Page No.	1 of 2
	Doc. No.	P/FO/02-A	Revision	0
	Title	APPLICATION - OUTSIDE		
	Date	12/09/2005		

FORMAT NO. P/FO/02-A

Application for the post of _____ in Mumbai Port Trust

Photograph

1. Name (In block letters) :
2. Address for communication :
3. Permanent address :
4. Telephone/Mobile /Fax No./E mail Add. :
5. Nationality :
6. Date of Birth :
7. Whether belongs to SC/ST/OBC :
(If yes, Caste certificate to be enclosed)
8. Educational/Professional and other :
qualifications.

Name of examination	Year of passing	Percentage grade/class	No. of attempts	Name of Board/ University

9. Details of present and past employments/experience.

Name of the organisation	Post held	Scale of Pay	Period		Nature of duties
			From	To	

10. Languages known :
- Marathi
Hindi
English

Read	Write	Speak


11. Any other information. :

Date :

(Signature)

Place :

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES		Location No.	14.4
	Section	PERSONNEL		Page No.	2 of 2
	Doc. No.	P/FO/02-A		Revision	0
	Title	APPLICATION - OUTSIDE			
	Date	12/09/2005			

CERTIFICATE


(To be given by the Head of Department/Competent Authority)

This is to certify that the particulars furnished at Sr.No.1 to 10 above, by Shri/Smt _____ Designation _____, who is working in _____ since _____ are verified and found to be correct.

Date :
Place :

HEAD OF DEPARTMENT/
Competent Authority

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 <p>MUMBAI PORT TRUST (Cargo handling activities)</p>	Department	SERVICES	Location No.	14.5
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	P/FO/03	Revision	0
	Title	CALL LETTER		
	Date	12/09/2005		

FORMAT NO.P/FO/03
FOR REDEPLOYMENT

No.SECY/P/RECT-

Date :

Shri/Smt./Kum.

Recent Passport
size photograph
to be affixed

Sub : Application for the post of

_____.

Your application dated _____ for the post of _____ is registered under No._____.

2. You are advised to appear for written test/interview at _____ a.m./p.m. on _____, the _____ (*if written test conducted*).

3. The venue of the test is :

(Venue)

4. You may kindly bring this letter at the time of the test with a copy of passport size photograph affixed on it.


5. The seating arrangement at the test centre will be as per the above application No. You may also kindly quote the application No. for any future correspondence.

6. The test will be of _____ hours duration. The question will be mainly of _____ type.

7. This call letter is issued on the assumption that you fulfil the eligibility criteria mentioned in the circular No._____ dated _____. If at any time it is found that you do not fulfil the prescribed requirements, you will be excluded from further selection.

ASSISTANT SECRETARY

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	14.6
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	P/FO/04	Revision	0
	Title	REPORT SSC		
	Date	12/09/2005		

FORMAT NO.P/FO/04

REPORT OF THE SERVICES SELECTION COMMITTEE

1. Post :

- (a) Designation :
- (b) Pay Scale :
- (c) Number of Vacancies :
- (d) Qualification prescribed : (Requisite qualification as per RSP)
- (e) Advertisement/notification/ Circular No. and date :

2. Response:

- (a) No. of applications received : _____
 (i) Eligible : _____
 (ii) Not Eligible : _____
- (b) Number of candidates shortlisted :


3. Selection Procedure:

- (a) Selection procedure adopted : By written test/interview
- (b) Date of Written test : _____
 (if conducted)
- (c) No. of candidates called for interview :
- (d) Date of Interview :

4. Recommendations :

(Signature of the SSC Members as per the RSP)

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 <p>MUMBAI PORT TRUST (Cargo handling activities)</p>	Department	SERVICES	Location No.	14.7
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	P/FO/05	Revision	0
	Title	CALL LETTER - OUTSIDE		
	Date	12/09/2005		

FORMAT NO.P/FO/05

(FOR DIRECT RECRUITMENT FROM OUTSIDE)

No.SECY/P/RECT-

Date :

Shri/Smt./Kum. _____

Recent Passport size photograph to be affixed

Dear Sir / Madam,

Sub : Application for the post of _____.


Reference your application dated _____ for the post of _____.
Your application is registered under No. _____.

2. You are advised to appear for written test/interview at _____ a.m./p.m. on _____, the _____ (*if written test conducted*).
3. The venue of the test is :
(Venue)
4. You may kindly bring this letter at the time of the test with a copy of passport size photograph affixed on it.
5. The seating arrangement at the test centre will be as per the above application No. You may also kindly quote the application No. for any future correspondence.
6. The test will be of _____ hours duration. The question will be mainly of _____ type.
7. This call letter is issued on the assumption that you fulfil the eligibility criteria mentioned in the circular No. _____ dated _____ and valid registration with regional employment exchange and knowledge of Marathi, Hindi and English. If at any time it is found that you do not fulfil any of the above condition, you will be disqualified.
8. No travelling allowance is admissible. However, in case of SC / ST candidates travelling allowance is admissible as per rules.

Yours faithfully,

ASSISTANT SECRETARY

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	14.8
	Section	PERSONNEL	Page No.	1 of 2
	Doc. No.	P/FO/06	Revision	0
	Title	HOD APPLICATION		
	Date	12/09/2005		

FORMAT NO. P/FO/06

BIO-DATA


Post applied for : _____

Photograph

1. Full Name (in block letters) :
2. (a) Address for communication :
- (b) Telephone No./Mobile No. :
- (c) Fax/E-mail address :
3. Date of birth :
4. Whether belongs to SC/ST/OBC :
5. Present post with scale of pay :
6. Date of continuous appointment in the present post :
7. Date of first appointment in Class I cadre of the Port :
8. Educational and other qualifications :
9. Details of employment/ experience :

Name of the organisation	Posts held	Scale of pay	From	To	Nature of duties

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 <p>MUMBAI PORT TRUST (Cargo handling activities)</p>	Department	SERVICES	Location No.	14.9
	Section	PERSONNEL	Page No.	2 of 2
	Doc. No.	P/FO/06	Revision	0
	Title	HOD APPLICATION		
	Date	12/09/2005		

10. Languages Known :
(Read, Write and Speak)
11. Any other information :

In the event of my selection to the above post, I will not withdraw and undertake to accept the posting.

(Signature)


Certificate to be given by Head of Office of the applicant.

- The particulars furnished by the applicant are correct and he/she fulfils the eligibility criteria.
- No disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from vigilance angle.
- His/Her integrity is certified.
- No major/minor penalties have been imposed on the applicant during the last 10 years.
- Attested copies of ACRs for the last five years (1.4.1999 to 31.3.2004) are enclosed.

**SIGNATURE OF THE HEAD OF OFFICE
ALONG WITH SEAL**

- Note: 1. Self-attested copies of certificates in support of the educational and other qualifications may please be enclosed.
2. Copies of documents in support of employment, other than in major ports, may please be enclosed.

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	14.10
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	P/FO/07	Revision	0
	Title	INTIMATION -PROMOTION		
	Date	12/09/2005		

FORMAT NO.P/FO/07

No.

Date :

THE MANAGER (SOM)

Sub : Filling up the post of _____
by DPC.

With reference to the above, kindly arrange to convene a DPC for preparing a panel for the post of _____ for appointment in regular/leave/future vacancies. The requisite details for filling up the post are as under :

- (1) Post :
- (2) Cadre Strength :
- (3) Grade :
- (4) Department :
- (5) No. of vacant posts :
- (6) Selection / non-selection post :
- (7) Whether Recruitment Rules provide :
also for direct recruitment to the post
and if so, educational qualification
prescribed
- (8) Whether qualification prescribed for :
direct recruits shall apply in case of
promotion
- (9) Feeder post :
- (10) Qualifying service prescribed :
- (11) Officers falling in the zone of :
consideration in the order of seniority


(Head of Department/
Addl./Dy. Head of Department)

No.

Copy forwarded to the Chief Vigilance Officer, MbPT, with a request to forward the vigilance clearance in respect of above officers directly to the Manager (SOM) under intimation to this office.

(Head of Department/
Addl./Dy. Head of Department)

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	14.11
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	P/FO/08	Revision	0
	Title	DPC REPORT		
	Date	12/09/2005		

FORMAT NO.P/FO/08

REPORT OF THE DEPARTMENTAL PROMOTION COMMITTEE


-
- (1) Post :
 - (2) Grade :
 - (3) Department :
 - (4) No. of vacant posts :
 - (5) Selection / non-selection post :
 - (6) Whether Recruitment Rules :
provide also for direct
recruitment to the post and if
so, educational qualification
prescribed
 - (7) Whether qualification :
prescribed for direct recruits
shall apply in case of
promotion
 - (8) Feeder post :
 - (9) Qualifying service prescribed :
 - (10) Officers falling in the zone of :
consideration in the order of
seniority with 'grading'
 - (11) Benchmark grading :
 - (12) Order of ranking prescribed :
for the post

Recommendation of the DPC

(Signature of the DPC members as per RSP Regulations)

Mumbai, Dated _____ .

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	14.12
	Section	PERSONNEL	Page No.	1 of 2
	Doc. No.	P/FO/09	Revision	0
	Title	TRAINING CIRCULAR		
	Date	12/09/2005		

FORMAT NO. P/FO/09

No. SECY/P/TRG-_____/

Date

ALL HEADS OF DEPARTMENTS

Sub : Training programmes on _____
 organised by _____ at _____
 from _____ to _____.


A copy of letter dated _____ received from _____
 regarding training programme/s on _____ at _____ from
 _____ to _____ is enclosed herewith.

2. The nomination of suitable officer may be sent separately for each training course in the prescribed format circulated vide this office letter No. SECY/P/TRG-GEN/926 dated 30.06.2000. Generally not more than one officer may be nominated for each training course.

3. While nominating an officer for training, following points should be taken into consideration :

- (i) that the officer has not attended any training outside PMTC in year _____;
- (ii) that selection of training programme from the calendar is in line with the training requirements identified for improvement in effectiveness and capabilities of the officer in his Annual Confidential Report or is in the area where he is likely to be exposed to higher responsibilities in the time to come and preparedness for such assignment is in the organisational interest.
- (iii) If the identified requirements of training are in the areas not covered by this course calendar such requirements may also be conveyed separately so as to help design and develop training programmes to meet the requirements;
- (iv) overall usefulness of training for the officer and the Port by linking it to aspects like post held, possibilities of promotions, transfers, length of service left, etc.

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	


 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES		Location No.	14.13
	Section	PERSONNEL		Page No.	2 of 2
	Doc. No.	P/FO/09		Revision	0
	Title	TRAINING CIRCULAR			
	Date	12/09/2005			

4. The nomination, in the prescribed format with reasons for recommendations, should reach this office by _____ to enable timely processing. Nomination received after due date pose lot of avoidable administrative inconveniences to both the candidate and the institutions and would generally not be processed.

D.A. : As above

()
ASSTT. SECRETARY

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	14.14
	Section	PERSONNEL	Page No.	1 of 2
	Doc. No.	P/FO/10	Revision	0
	Title	TRAINING NOMINATION		
	Date	12/09/2005		

FORMAT NO. P/FO/10

FORMAT FOR NOMINATION FOR TRAINING

1. Name of the Officer :
2. Present post held :
3. Date of Appointment :
4. Educational Qualifications :
5. Date of Superannuation :
6. Scope for further promotion :
7. Training Courses attended during :
the last 3 years

Details of proposed deputation

8. Name of the course :
9. Name of the Institute :
10. Recognised/sponsored by :
Government, etc.
11. Nature of the Deputation

Training :

Workshop :


Seminar :

Conference :

Other (Please specify) :

12. Venue :

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	14.15
	Section	PERSONNEL	Page No.	2 of 2
	Doc. No.	P/FO/10	Revision	
	Title	TRAINING NOMINATION	ISO 9001- 2000 Rel Cl No.	
	Date	12/09/2005		

13. Duration :
14. Course fee :
15. TA/DA admissible : Yes/No
16. If Workshop/Seminar/Conference : Yes/No
whether Technical/Scientific paper
being presented
- (a) If Yes, title of the paper
(A brief summary of the
paper should be enclosed)
- (b) If No, specify reason for :
recommendation
17. How will the subject training/ :
deputation, benefit the officer &
Mumbai Port Trust (Is it related
to his present duties, how will it
help him in his work, etc.)
18. Previous deputation report : Yes/No
submitted
19. Total duration likely to be away :
from duty

Recommendation of HOD with signature


ASSTT. SECRETARY/(SR.)

DY. SECRETARY

MANAGER (SOM)

DY. CHAIRMAN/CHAIRMAN

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 <p>MUMBAI PORT TRUST (Cargo handling activities)</p>	Department	SERVICES		Location No.	14.16
	Section	PERSONNEL		Page No.	1 of 2
	Doc. No.	P/FO/11		Revision	0
	Title	TRG. INTIMATION			
	Date	12/09/2005			

FORMAT NO. P/FO/11

No. SECY/P/TRG-_____

Date :

FOR : _____

FROM : MANAGER (SOM), MUMBAI PORT TRUST.

REF. YOUR LETTER / FAX NO. _____ DATED _____
REGARDING TRAINING PROGRAMME ON _____
TO BE CONDUCTED AT _____ FROM _____ TO _____(.)
S/SHRI _____ HAS / HAVE BEEN NOMINATED FOR
THE TRAINING PROGRAMME(.) KINDLY CONFIRM ACCEPTANCE
OF THE NOMINATION(.)

()

ASSTT. SECRETARY

No. SECY/P/TRG-_____/

Copy forwarded to the _____ for information and
necessary information.


(Ref : His letter No. _____ dated _____)

2. On return from training, S/Shri _____, should
submit a report as required under our circular No. SECY/P/TRG-
GEN/8363 dated 11.10.2002.

()

ASSISTANT SECRETARY

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES		Location No.	14.17
	Section	PERSONNEL		Page No.	2 of 2
	Doc. No.	P/FO/11		Revision	0
	Title	TRG. INTIMATION			
	Date	12/09/2005			

No. SECY/P/TRG-_____/

Copy, with a copy of the Chairman's / Dy. Chairman's approval forwarded to the Financial Adviser & Chief Accounts Officer for information and necessary action.


(for other training institutes)

Copy forwarded to the Financial Adviser & Chief Accounts Officer with a request to send demand draft / cheque for Rs._____ in favour of _____ payable at _____.

DA : As above

()
ASSTT. SECRETARY

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES		Location No.	14.18
	Section	PERSONNEL		Page No.	1 of 1
	Doc. No.	P/FO/12		Revision	0
	Title	TRG. REPORT			
	Date	12/09/2005			

FORMAT NO. P/FO/12

TRAINING REPORT


1. Name of the Officer :
2. Designation :
3. Name of the Course :
4. Conducted by :
5. Period of the Course :
6. Date of return from the Course :
7. Topics covered :
8. Knowledge acquired (about 150 words) :
9. Usefulness of the Course to the officer and to Mumbai Port (about 150 words) :

()

10. Comments of the HOD :

()

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	


 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	14.19
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	P/FO/13	Revision	0
	Title	CHECKLIST FOR TRG. ABROAD		
	Date	12/09/2005		

FORMAT NO.P/FO/13


CHECK LIST

- 1 Name & Designation of the officer :
proposed for training / official visit abroad
- 2 i) Date of Birth :
ii) Date of initial appointment in the Port :
Trust
iii) Date of appointment to the present post :
iv) Date of Retirement :
v) Date of Completion of tenure / :
deputation period
vi) Educational Qualifications :
- 3 Details of foreign visits undertaken by the :
officer during last 5 years
- 4 Administrative clearance :
- 5 Vigilance clearance :
- 6 Date of Commencement of journey from :
India
- 7 Date of Commencement of training :
- 8 Date of completion of training :
- 9 Date of return to India :
- 10 Purpose of the visit :
- 1 How it will benefit the port :
- 12 i) Likely expenditure on room rent, hotel :
accommodation as per entitlement in the
empanelled hotel
ii) Expenditure on Daily allowance :
iii) Expenditure on return to and fro air- :
tickets
iv) Expenditure on account of course / :
training fee
v) other expenses if any (specify) :
vi) Total expenditure (add i to v) :
vii) Whether adequate funds are available :
under the approved head of the budget
- 13 Has the Chairman of the Port Trust :
approved the visit
- 14 Whether copy of the invitation / brochure :
/ other relevant details of the training
programme enclosed

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 <p>MUMBAI PORT TRUST (Cargo handling activities)</p>	Department	SERVICES		Location No.	14.19
	Section	PERSONNEL		Page No.	1 of 1
	Doc. No.	P/FO/13		Revision	0
	Title	CHECKLIST FOR TRG. ABROAD			
	Date	12/09/2005			

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	14.20
	Section	PERSONNEL	Page No.	1 of 3
	Doc. No.	P/FO/14	Revision	0
	Title	ASSESSMENT OF OFFICERS PROBATION		
	Date	12/09/2005		

FORMAT NO.P/FO/14

ASSESSMENT OF OFFICERS ON PROBATION

Personal Data


1. Name of the officer/employee :
2. Date of Birth :
3. Educational Qualifications :
4. Post held on probation and Grade of :
Post held
5. Date of appointment to post/ grade :
6. Particulars of selection on the basis :
of which appointed
7. Date on which the probation period :
will be completed
8. Charge held during probation :
9. Period of absence from duty on :
leave, etc. during probation period

Assessment of the Reporting Officer

(Write 'Yes' under relevant column)


Performance factors	Performance Grade			
	Exceeds require ments of this job	Meets requir ement s of this job	Partial ly meets require ments of this job	Does not meet require ments of this job

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	14.21
	Section	PERSONNEL	Page No.	2 of 3
	Doc. No.	P/FO/14	Revision	0
	Title	ASSESSMENT OF OFFICERS PROBATION		
	Date	12/09/2005		

<p>I. <u>Mental Capacity</u></p> <ol style="list-style-type: none"> Knowledge of the technical requirements of the job. Analytical ability. Spirit of enquiry Command of language. Ability to participate in discussions. Sense of responsibility. <p>II. <u>Work habits and Attitudes.</u></p> <ol style="list-style-type: none"> Interest in work and aptitude. Initiative. Self-reliance. Thoroughness. Punctuality. Resourcefulness. <p>III. <u>Stability.</u></p> <ol style="list-style-type: none"> Poise. Fairness. Dependability. <p>IV. <u>Ability to get along.</u></p> <ol style="list-style-type: none"> Tact. Helpfulness to fellow officials, subordinates and to the public Ability to inspire others. <p>V. <u>Ability to manage</u></p> <ol style="list-style-type: none"> Decision making. Ability to plan and programme Direction and control. Ability to evaluate the work of individuals and projects or schemes. 								
--	--	--	--	--	--	--	--	--

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	14.22
	Section	PERSONNEL	Page No.	3 of 3
	Doc. No.	P/FO/14	Revision	0
	Title	ASSESSMENT OF OFFICERS PROBATION		
	Date	12/09/2005		

Comments

General appraisal of the officer's good and bad qualities in narrative form particularly those related to his integrity and ability to correct himself if his faults are pointed out.

(Reporting Officer)

Remarks of the Reviewing Officer

Brief remarks indicating whether assessment of the Reporting Officer may be accepted or rejected or otherwise modified.

(Reviewing Officer)

Remarks and Recommendations of the Departmental Promotion Committee.


Recommendations : The probationer –

- (1) Is fit for retention/confirmation/has successfully completed the probation period
or
- (2) Should be watched for another 3/6/12 months (here list what improvements are required in the probationer)
or
- (3) May be reverted to his substantive post (here give reasons for recommending this course of action)
or
- (4) Should be discharged from MbPT service (here give reasons for recommending this course of action)

(Signature of DPC members)

Mumbai, dated _____ 2005.


Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	15.1
	Section	PERSONNEL	Page No.	1 of 2
	Doc. No.	DM/ABS/01	Revision	0
	Title	ABBREVIATIONS		
	Date	12/09/2005		

LIST OF ABBREVIATIONS


Sl. No.	Abbreviation	Expanded form	Remarks
1.	FO	Formats	
2.	SP	Systems Procedure	
3.	WI	Work Instructions	
4.	MOS	Ministry of Shipping, Road Transport & Highways	
5.	SGT	MS. S.G. Tahiliani	
6.	M(SOM)	Manager (Services, Organisation & Methods)	
7.	GSR	G.S. Rathod	
8.	SNK	S.N. Kajrekar	
9.	SDK	S.D. Katkar	
10.	SGS	S.G. Shenoy	
11.	OS	Office Superintendent	
12.	FC	Flow Chart	
13.	PMTTC	Port Management Training Centre	
14.	HOD	Head of Department	
15.	MbPT	Mumbai Port Trust	
16.	SSC	Services Selection Committee	

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	15.2
	Section	PERSONNEL	Page No.	2 of 2
	Doc. No.	DM/ABS/01	Revision	0
	Title	ABBREVIATIONS		
	Date	12/09/2005		

17.	DPC	Departmental Promotion Committee	
18.	SC	Scheduled Caste	
19.	ST	Scheduled Tribe	
20.	OBC	Other Backward Class	
21.	HRD	Human Resource Development	
22.	HRM	Human Resource Management	
23.	MbPT	Mumbai Port Trust	
24.	QGCs	Quayside Gantry Cranes	
25.	RTGs	Rubber Tyred Gantry Cranes	
26.	CHM	Chairman	
27.	DY.CHM	Deputy Chairman	
28.	MPT Act	Major Port Trusts Act	
29.	CLO&A	Chief Law Officer & Advocate	
30.	QSP	Quality System Procedure	
31.	DOPT	Department of Personnel & Training	
32.	IPA	Indian Ports Association	
33.	PA	Personal Assistant	
34.	TCCS	Typist-cum-Computer Clerk	


Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	16
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/IFQ/01	Revision	0
	Title	INDEX FORFLOW CHARTS		
	Date	12/09/2005		

INDEX FOR FLOWCHARTS

Sl. No.	Title of Flowcharts	No. of Flowcharts	Location
1.	Flowchart for direct recruitment by redeployment	P/FC/01	17.1 to 17.2
2.	Flowchart for direct recruitment from outside	P/FC/02	17.3 to 17.4
3.	Flowchart for recruitment of HODs	P/FC/03	17.5
4.	Flowchart for promotion	P/FC/04	17.6
5.	Flowchart for nomination of officers and employees for training within India	P/FC/05	17.7
6.	Flowchart for training of officers outside India	P/FC/06	17.8
7.	Flowchart for probation	P/FC/07	17.9

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	17.1
	Section	PERSONNEL	Page No.	1 of 2
	Doc. No.	DM/FC/01	Revision	0
	Title	FLOWCHART DR-REDEPLOYMENT		
	Date	12/09/2005		

FLOW CHART - DIRECT RECRUITMENT BY REDEPLOYMENT

START

Proposal in the prescribed format from the department.

In case of incomplete proposal and/or requirement of further clarification.

Scrutiny of proposal vis-a-vis optimum strength, eligibility criteria in RSP Regulations, vigilance clearance and benchmark grading.

Approval of the Competent Authority to invite applications by issuing Circular for redeployment from within the port.

Scrutiny of applications and shortlisting of eligible candidates.


Competent Authority's sanction for holding of written test and/or interview, constitution of Services Selection Committee and calling of eligible candidates therefor.

Paper setting and conducting of written examination wherever prescribed.

Declaration of results of written examination and inviting the successful candidates for interview before the SSC with Competent Authority's approval.

Convening the SSC meeting and preparation of SSC Report.

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	17.2
	Section	PERSONNEL	Page No.	1 of 2
	Doc. No.	DM/FC/01	Revision	0
	Title	FLOWCHART DR-REDEPLOYMENT		
	Date	12/09/2005		


Acceptance of SSC report by the Competent Authority and approval to appointments on probation as prescribed in RSP.

Issue of offer of appointment to selected candidates.

On acceptance of the offer the department is informed with a copy of intimation to employee's existing department for his relieving.

END

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	17.3
	Section	PERSONNEL	Page No.	1 of 2
	Doc. No.	DM/FC/02	Revision	0
	Title	FLOWCHART DR-OUTSIDE		
	Date	12/09/2005		

FLOW CHART - DIRECT RECRUITMENT FROM OUTSIDE

START

Proposal in the prescribed format from the department.

In case of incomplete proposal and/or requirement of further clarification.

Scrutiny of proposal vis-a-vis optimum strength, eligibility criteria in RSP Regulations, vigilance clearance and benchmark grading.

Approval of the Competent Authority to issue advertisement in leading news papers having nationwide circulation in respect of Class I and II posts and having regional circulation in State of Maharashtra in case of Class III and IV posts with simultaneous notification to nearest Employment Exchange/s.

Scrutiny of applications and shortlisting of eligible candidates.


Competent Authority's sanction for holding of written test and/or interview, constitution of Services Selection Committee and calling of eligible candidates therefor

Paper setting and conducting of written examination wherever prescribed.

Declaration of results of written examination and inviting the successful candidates for interview before the SSC with Competent Authority's approval.

Convening the SSC meeting and preparation of SSC Report.

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES		Location No.	17.4
	Section	PERSONNEL		Page No.	1 of 2
	Doc. No.	DM/FC/02		Revision	0
	Title	FLOWCHART DR-OUTSIDE			
	Date	12/09/2005			

Acceptance of SSC report by the Competent Authority and approval to appointments on probation as prescribed in RSP.


Issue of offer of appointment to selected candidates.

On acceptance of the offer the candidate is directed for pre-appointment medical examination to the Medical Department along with details in the prescribed format containing his attested photograph.

On receipt of medical fitness report, the candidate is directed to the report to the concerned HOD.

END

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	17.5
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/FC/03	Revision	0
	Title	FLOWCHART RECT-HOD		
	Date	12/09/2005		

FLOWCHART FOR RECRUITMENT OF HOD

START

Note to the Chairman for orders on circulation of vacancy of Head of the Department to the Major Ports.


Circulation of vacancy to Major Ports inviting applications in the prescribed format.

Scrutiny of applications vis-à-vis recruitment criteria specified in the Schedule to MbPT (Recruitment to HODs) Regulations, 1993 for the specified post

Approval to the proposal for forwardal of applications to the Ministry for appointment.

END

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Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	17.6
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/FC/04	Revision	0
	Title	FLOWCHART -PROMOTION		
	Date	12/09/2005		

FLOW CHART - PROMOTION

START

Proposal in the prescribed format from the department for promotion in regular/leave vacancies.

In case of incomplete proposal and/or requirement of further clarification.

Scrutiny vis-a-vis optimum strength, eligibility criteria in RSP Regulations, vigilance clearance and benchmark grading.

Convening of the DPC meeting to assess the suitability of the officer/s in the zone of consideration.


Preparation of DPC Report along with recommendations.

Submission of DPC Report for acceptance and approval to appointment by the Competent Authority.

Informing to the concerned department and Accounts department of acceptance of the DPC recommendations by the Competent Authority

END

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	17.7
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/FC/05	Revision	0
	Title	FLOWCHART TRG INDIA		
	Date	12 /09/2005		

FLOW CHART OF TRAINING OF OFFICERS WITHIN

START

Circulation of Course Calendar from NIPM/IIPM and from other Training Institutes to the Departments for nominations in the prescribed format one month before the commencement of the Course.

Scrutiny of nominations vis-à-vis training requirements in annual performance reports, training guidelines.

Approval of the
Deputy Chairman for
proposed nomination


Intimation to the Training Institute, officer's department and Accounts Department.

Report on the Training attended from the concerned officer with remarks of the HOD in the prescribed format within 7 days from the date of return from the training.

Submission of report to the Manager (SOM).

END

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	17.8
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/FC/06	Revision	0
	Title	FLOWCHART TRG ABROAD		
	Date	12/09/2005		

FLOW CHART OF TRAINING OF OFFICERS OUTSIDE INDIA

START

Receipt of intimation of training abroad from the Ministry, IPA other Training Institutes abroad.

Assessment of suitability of officers for nomination based on the courseware by the Manager (SOM) and submission to competent authority for approval.

Acceptance of the
Chairman to proposed
nomination for forwarded
to the Ministry.

Forwardal of nomination to the Ministry
for approval to participate in the training
along with the prescribed Check List and
intimation to the institute on
participation subject to Ministry's
approval


On receipt of approval, intimation to the Training Institute, officer's department and Accounts Department.

Report on the Training attended from the concerned officer with remarks of the HOD in the prescribed format within 7 days from the date of return from the training.

Submission of report to the Manager (SOM).

END

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Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	17.9
	Section	PERSONNEL	Page No.	1 of 1
	Doc. No.	DM/FC/07	Revision	0
	Title	FLOWCHART PROBATION		
	Date	12/09/2005		

FLOW CHART - PROBATION

START

Proposal in the prescribed format from the department one month before completion of probation period.

In case of incomplete proposal and/or requirement of further clarification.

Scrutiny of proposal.


Submission of Assessment Report for orders to the DPC

Submission of Report for acceptance and approval to recommendations by the Competent Authority.

Informing to the concerned department and Accounts department of acceptance of the DPC recommendations by the Competent Authority

END


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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	18.1
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	Doc. No.	DM/IHF/01	Revision	0
	Title	INDEX OF RECORDS / HAND FILES		
	Date	12/09/2005		

Index of Hand files at different


Sl. No.	Subject	Compilation No.	No. of Handfiles	Location
1.	Declaration of public holidays	GM-PH	1 to 7	C-1
2.	Circulars received from Government	GEE-G	1 to 4	C-1
3.	Important circulars	GEE-G	1 to 4	C-1
4.	Quarterly report of employees under suspension	GEE-G	1 to 10	C-1
5.	Constitution of SSC/DPC for Class III/IV posts	GEE-G	1 to 7	C-1
6.	SVRS	SVR	1 to 9	C-1
7.	Review of sanctioned strength	OPT	1 to 8	C-1
8.	Medical benefits	REG-MED	1 to 3	C-1
9.	Light duty	GEE-G	1 to 3	C-1
10.	Pension Regulations	REG-PEN	1 to 23	C-1
11.	Digest of pay & allowance	REF-DIG	1 to 5	C-1
12.	PF Regulations	REG-PF	1 to 3	C-1
13.	RSP Regulations	REG-RSP	1 to 22	C-1
14.	MPT Act, 1963	MPT	1 to 3	C-2
15.	Merger of BDLB	MEG	1 to 6	C-2
16.	Housing Loan Regulations	REF-HL	1 to 5	C-2
17.	LTC Regulations	REG-LTC	1 to 4	C-2
18.	Advance or purchase of Motor Car/ Motor Cycle	REG-MCA	1 to 4	C-2
19.	Licensing and Control of Pilots Regulations	REG-LCP	1 to 2	C-2
20.	CCA Regulations	REG-CCA	1 to 3	C-2
21.	Conduct Regulations	REG-CON	1 to 3	C-2

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	18.2
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	Title	INDEX OF RECORDS/ HAND FILES		
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22.	Festival Advance	GEE-G	1	C-2
23.	Employment after Retirement Regulations	GEE-G	1	C-2
24.	Leave Regulations	REG-LVE	1 to 3	C-2
25.	Allotment of Occupancy of Residences Regulations	REG-AOR	1 to 7	C-2
26.	Welfare Fund Regulations	GEE-G	1	C-2
27.	Hand-files pertaining to Docks Department	GEE-D	1 to 14	C-2
28.	Chairmen	GEE-G	1 to 11	C-3
29.	Dy. Chairman	GEE-G	1 to 8	C-3
30.	General Manager	CM	1 to 3	C-3
31.	Ex-HODs	-	1 to 15	C-3
32.	Establishment – Steno pool	GEE-STN	1 to 55B	C-4
33.	TCCCs/Jr.Asstt.	GEE-TCC	1 to 18	C-7
34.	Training & General Matter	TRG-IIPM	1 to 23	C-7
35.	Planning & Research Department	RECT-P&R	1 to 19	C-7
36.	Estate Department	---	1 to 14	C-8
37.	Civil Engineering Department	P/RECT-CE	1 to 28	C-8
38.	Secretary's Department	P/RECT-CE	1 to 6	C-8
39.	Heads of Departments	GEE-HOD	1 to 5	C-8
40.	ISO Files	GEE-ISO	1 to 3	C-8
41.	Miscellaneous files	GEE-G	1 to 6	C-8
42.	Outside employment	GEE-CE	1 to 3	C-8
43.	(i) Medical Department (ii) Class III (iii) Class IV (iv) General files	GEE-M	1 to 29 1 to 20 1 to 5 1 to 15	C-10 C-10 C-10 C-10
44.	General & Misc. matter		1 to 37	C-11
45.	Files pertaining to Port Department		1 to 17	C-12
46.	Files pertaining to Vigilance Department		1 to 8	C-12

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	19.1
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	Title	LIST OF RECORDS/ HAND FILES		
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List of Hand files (Location wise)


List of SVRS Files - (Location – C1)

No.	Subject	Compilation
SVRS-1	Special Voluntary Retirement Scheme for P.T. and Docks Labour Board (1992 – TR No.348 of 12.11.1991, TR No.8 of 7.1.1992	GEE-G
SVRS-2	Special Voluntary Retirement Scheme – 2001	GEE-SVRS
SVRS-3	SVRS Statements – 2001	GEE-SVRS
SVRS-4	SVRS – 2001 – General	GEE-SVRS
SVRS-5	Reopening of Special Voluntary Retirement Scheme in the Port Trust and Dock Labour Board (2003)	GEE-SVRS
SVRS-6	Voluntary Retirement Scheme - 2003 – Proceeding of the Committee	GEE-SVRS
SVRS-7	SVRS – 2003 (General)	GEE-SVRS
SVRS-8	SVRS – 2003 (General)	GEE-SVRS
SVRS-9	Withdrawal of applications – SVRS 2003	GEE-SVRS

Review of Sanctioned Strength (Location – C1)

No.	Subject	Compilation
OPT-1	Review of sanctioned strength of post SVRS-2001 – Secretary & Security Deptts.	REG-HOD
OPT-2	Review of sanctioned strength of post SVRS-2001 – Mechanical Engineering Deptt.	REG-RSP
OPT-3	Review of sanctioned strength of post SVRS-2001 – Accounts Deptt.	REG-HOD
OPT-4	Review of sanctioned strength of post SVRS-2001 – Docks & Railway Deptts.	REG-RSP

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	19.2
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OPT-5	Review of sanctioned strength of post SVRS-2001 – Port Deptt.	REG-HOD
OPT-6	Review of sanctioned strength of post SVRS-2001 – Chief Engineering Deptt.	REG-HOD
OPT-7	Review of sanctioned strength of post SVRS-2001 – Medical Deptt.	REG-HOD
OPT-8	Review of sanctioned strength of post SVRS-2001 – common file (All departments)	REG-HOD


Declaration of Holidays for Indoor & Outdoor - (Location - C1)

No.	Subject	Compilation
PH-1	Public Holidays (1984-85)	GM-PH
PH-2	Declaration of Public Holidays for outdoor staff and Dock Holiday (1989 to 1991)	GM-PH
PH-3	Declaration of Holidays for Indoor and Outdoor staff (1994-1995)	GEE-G
PH-4	Declaration of Holidays for Indoor and Outdoor staff (1996-1997)	GEE-G
PH-5	Holidays - 1997	GEE-G
PH-6	Holidays for the year 2001-2002 for outdoor and indoor staff (2001-2004)	GEE-G
PH-7	Holiday declared by the Central Govt. and other Major Port Trusts	GEE-G

Government Circulars - (Location - C1)


No.	Subject	Compilation
Govt-Cir-1	Government Letters / Circulars	GEE-G
Govt-Cir-2	Govt. letters / circulars (1978-79)	GEE-G
Govt-Cir-3	Govt. letters / circulars (1981-84)	GEE-G

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 <p>MUMBAI PORT TRUST (Cargo handling activities)</p>	Department	SERVICES		Location No.	19.2
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Govt-Cir-4	Govt. letters / circulars (1985-88)	GEE-G
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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	19.3
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Important Circulars - (Location - C1)

No.	Subject	Compilation
IMP-CIR-1	Important Circulars	GEE-G
IMP-CIR-2	Standing Orders	GEE-G
IMP-CIR-3	Office orders / circulars (1973-76)	GEE-G
IMP-CIR-4	Office circulars / orders (1994-2003)	GEE-G

Quarterly Reports of Employees under suspension - (Location - C1)

No.	Subject	Compilation
SUSP-QLY-1	Employees under suspension – Reports for the quarter ending 1993-94	GEE-G
SUSP-QLY-2	Employees under suspension – Reports for the quarter ending 31.3.1995	GEE-G
SUSP-QLY-3	Employees under suspension – Reports for the quarter ending 30.9.1996	GEE-G
SUSP-QLY-4	Employees under suspension – Reports for the quarter ending 1997-1998	GEE-G
SUSP-QLY-5	Employees under suspension – Reports for the quarter ending 1999-2000	GEE-G
SUSP-QLY-6	Employees under suspension – Reports for the quarter ending 31.3.2001 - 30.9.2002	GEE-G
SUSP-QLY-7	Employees under suspension – Reports for the quarter ending 30.9.2001 - 30.6.2002	GEE-G
SUSP-QLY-8	Employees under suspension – Reports for the quarter ending 1.1.2000 - 15.1.2001	GEE-G
SUSP-QLY-9	Employees under suspension – Reports for the quarter ending 1.12.2002 - 30.6.2003	GEE-G
SUSP-QLY-10	Employees under suspension – Reports for the quarter ending 30.9.2003 - 30.9.2004	GEE-G

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	19.4
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Constitution of SSC / DPC for Class III/IV posts - Location C1

No.	Subject	Compilation
SDPC-1	Constitution of SSC / DPC for Class III/IV posts	GEE-G
SDPC-2	Constitution of SSC / DPC for Class III/IV posts Port Department	GEE-P
SDPC-3	Constitution of SSC / DPC for Class III/IV posts 1998-99, 2000, 2001	GEE-G
SDPC-4	Procedure to be observed by DPC TR No.139 of 11.9.2001	GEE-G
SDPC-5	Constitution of SSC/DPC for Class III/IV 1999-2000, 2001, 2002	GEE-G
SDPC-6	Constitution of SSC / DPC for Class III/IV posts 2003	GEE-G
SDPC-7	Constitution of SSC / DPC for Class III posts staff upto 31.12.1993	GEE-G

Medical Benefits - (Location - C1)

No.	Subject	Compilation
REG-MED-1	Free Indoor and Outdoor Medical Benefits to Retired Employees TR Nos.21, 199, 219 of 1981 TR Nos.235, 59, 79 of 1983 TR Nos.59, 137 of 1985 TR No.237 of 1987	GEE-G
REG-MED-2	Medical Benefit to Retired Employees and their spouse	GEE-G
REG-MED-3	Draft Medical Aid Regulations and Medical facilities to MbPT/ BDLB employees	GEE-G

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	19.5
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Light Duty - (Location - C1)

No.	Subject	Compilation
LT-DT-1	Employees on Light Duty (2000)	GEE-G
LT-DT-2	Light Duty Reports (2000-2001)	GEE-G
LT-DT-3	Light Duty (2001)	GEE-G

List of Hand files of Pension Amendment Regulations (Location – C2)

No.	Subject	Compilation
PEN 1	Pension Scheme (1961-1974)	GEE-G
PEN 2	Misc. Circulars from Govt. – 1972	GEE-G
PEN 3		
PEN 4	BPT Pension (Amendment) Regulations TR Nos.138 & 139 of 8.5.1979, TR No.21 of 22.1.1980, TR No.119 of 26.4.1982, TR No.359 of 8.12.1987	GEE-G
PEN 5	BPT Pension (Second Amendment) Regulations 1979 - TR No.137 dated 8.5.1979	GEE-G
PEN 6	Bombay Port Trust Pension Rules Liberalisation – Amendment of – 1980-81-82 TR No.157 of 22.5.1979, TR No.268 of 23.9.1980, & TR No.293 of 14.10.1980	GEE-G
PEN 7	Grant of Periodical relief to the PT Pensioners – Amendment to BPT Pension Regulations – TR No.91 of 9.3.1981	GEE-G
PEN 8	Increase in Ex-Gratia Pension to retired P.T. Employees in terms of amendment to sub. Regulation (2) of the BPT (Grant of Ex-Gratia Pension to Retired Employees) Regulations, 1977, Sanctioned under TR No.229 of 9.8.1982	GEE-G

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	19.6
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PEN 9	Grant of fresh option to class III and class IV employees on CPF to come over to pension scheme TR No.352 of 1981	GEE-G
PEN 10	Grant of Ex-Gratia Pension to Retired Employees – Increase in (from 1.4.1982) – Representation from Shri S.J. Karkhanis	GEE-G
PEN 11	Grant of fresh option to (i) class III and class IV employees on CPF scheme to come over to Pension Scheme (ii) class III and class IV employees who are already on pension scheme to choose between Central Govt. definition of pay & P.T. definition of pay for purpose of pension & pensionary benefits. TR No.245 of 11.9.1984, TR No.103 of 23.4.1985, TR No.246 of 28.10.1985, TR No.15 of 14.1.1986, TR No.186 of 22.7.1986 – (1984-85)	GEE-G

List of Hand files of Pension Amendment Regulations - Location - C2


No.	Subject	Compilation
PEN 12	1. Relief on pension to port pensioners governed by the Central Govt. definition of pay for the purpose of determining pension. 2. Retirement benefits to the officers & employees of Major Port Trust & Dock Labour Boards – Treatment of DA as Dearness Pay – 1985	GEE-G
PEN 13	Writ petition Nos.584, 595 & 596 of 1986 (B.N. Sawant & others, V.K. Hardikar & others, Hari P. Tawadia & others)	GEE-G
PEN 14	Mobility of personnel between Central Govt. undertakings and autonomous bodies – Counting of past service for the purpose of pension 1988-92 TR No.16 of 1989, TR No.398 of 14.12.1991	GEE-G

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	19.7
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PEN 15	Pension to the families of P.T. employees and Fire service killed or missing in the explosion of 14 th April 1944 – Increase in Rate of Pension	GEE-G
PEN 16	1. Grant of option to the employees of Major Port Trusts retired/ died during 1.1.1969 to 31.12.1978 to choose Govt. definition of pay for the purpose of pensionary benefits TR No.162 of 28.6.1988 2. Liberalisation of Pension and Pensionary benefits to the employees of the Major Port Trusts/ D.L.B.'s including the existing pensioners w.e.f.1.1.1986 on the lines of the Central Govt. decisions on IV th Central Pay Commission's recommendations. TR No.199 of 11.9.1990 & TR No.312 of 24.9.1991	GEE-G
PEN 17	Weightage in computing qualifying service for Pensionary Benefits – Amendment to B.P.T. Pension Regulations – TR No.134 of 10.7.1990	GEE-G
PEN 18	MbPT Pension Amendment Regulations – 1994	REG-PEN
PEN 19	Option to CPF Retirees who were in service on 1.1.1986 and retired thereafter to come over to the Pension scheme. TR No.45 of 11.2.1997	REG-PEN
PEN 20	MbPT Employees Commutation of Pension Regulations, 2000. TR No.54 of 28.3.2000	REG-PEN
PEN 21	MbPT Employees Pension Regulations – 2000 TR No.39 of 9.1.2001	REG-PEN
PEN 22	MbPT Pension Fund Regulations, 2004 TR No.137 of 2002, TR No.5 of 13.1.2004	REG-PEN
PEN 23	MbPT Pension Fund Trust – Apptt. of LIC of India as Fund Manager. TR No.48 of 29.3.2004	REG-PEN

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	19.8
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Digest of Pay & Allowances - Location - C2

No.	Subject	Compilation
REG-DIG-1	Amendments to the Digest of Pay and Allowances, Leave & Pension Rules – 9 th Edition & other relevant rules and regulations	REG-DIG
REG-DIG-2	Raising of retirement age from 58 to 60 years	REG-DIG
REG-DIG-3	Change in the age of superannuation of MbPT Employees from 60 to 58 years TR No.9 of 11.1.2000	REG-DIG
REG-DIG-4	Change in the age of superannuation of MbPT Employees from 60 to 58 years TR No.49 of 28.3.2000 & TR No.102 of 18.7.2000	REG-DIG
REG-DIG-5	Retirement at the age of 50 years – Criteria and procedure to be followed – Amendment to FR-56	REG-DIG


PF Regulations - Location C2

No.	Subject	Compilation
REG-PF-1	Amendments to the BPT Provident Fund Rules	GEE-G
REG-PF-2	Provision for continuance of Departmental Enquiry after retirement in case of employees governed by Contributory Provident TR No.120 of 26.4.1982 TR No.51 of 11.2.1986 TR No.85 of 28.3.1989	GEE-G
REG-PF-3	Amendment to MbPT – PF Regulation	GEE-G

Form of Contracts - Location - C2


No.	Subject	Compilation
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Signature		Signature		Signature		Signature	

 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES		Location No.	19.8
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REG-FCR-1	Amendments to the BPT Provident Fund Rules	GEE-G
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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	19.9
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Allotment of Occupancy of Residences (Amendment) Regulations


Location – C2

No.	Subject	Compilation
REG-AOR-1	BPT Employees (Allotment and Occupancy of Residences) Regulations – 1975 TR No.332 of 24.6.1975, TR No.340 of 8.11.1977,	GM-QS
REG-AOR-2	Calculation of Standard Rent for Port Trust Quarters (1975, 76)	GM-QS
REG-AOR-3	Recovery of rent for sub-standard Quarters/ Residents	GM-QS
REG-AOR-4	Recovery of Rent for the period (beyond the permissible period of two months after retirement) during which or employee stays in BPT Quarters with prior permission from MbPT (1982-1983)	GEE-G
REG-AOR-5	BPT Employees (Allotment of Occupancy of Residences) Regulations, 1975 – Guidelines on out of turn allotments of BPT quarters (1992-93)	GM-QS
REG-AOR-6	BPT Employees (Allotment of Occupancy of Residences) Regulations, 1975 – Amendments of (2) BPT Employees' Housing Loan Regulations (1993 – August 1999)	GEE-G
REG-AOR-7	Amendment to MbPTE (Allotment and REG.AOR Occupancy of Residences) Regulations – 1975 (TR No.135 of 23.9.2003)	REG-AOR

Welfare Fund Regulations (Location – C2)

No.	Subject	Compilation
WF-1	Bombay Port Trust Employees (Welfare Fund) Regulations, 1975 TR No.506 of 1975	GEE-G

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 MUMBAI PORT TRUST (Cargo handling activities)	Department	SERVICES	Location No.	19.10
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Conduct Rules - (Location – C2)

No.	Subject	Compilation
REG-CON-1	All India Services (Conduct) Rules – 1968 Circular from Government of India	GEE-G
REG-CON-2	MbPT Employees (Conduct) Regulations, 1976 and MbPT Employees (Conduct) Amendment Regulations TR No.144 of 26.4.1977, TR No.259 of 26.7.1977, TR No.308 of 11.10.1977, TR No.327 of 25.9.1979, TR No.140 of 10.6.1980	GEE-G
REG-CON-3	MbPT (Conduct) Amendment Regulations TR No.142 of 8.5.1979, TR No.314 of 28.9.1981, TR No.214 of 9.8.1988, TR No.70 of 13.3.1990	GEE-G


Grant of Advances in connection with Festivals - (Location – C2)

No.	Subject	Compilation
REG-FAD-1	MbPT Employees' (Grant of Advances in connection with Festivals) Regulations, 1976 TR No.98 of 23.3.1976, TR No.341 of 8.11.1977, TR No.69 of 27.2.1979 Amendment to BPT Employees' (Grant of Advances in connection with Festivals) Regulations, 1976 (TR No.596 of 12.10.1993)	GEE-G

Employment after Retirement Regulations - (Location – C2)

No.	Subject	Compilation
REG-ER-1	MbPT Class I Employees (Acceptance of Employment after Retirement) Regulations, 1975 (1969-1990)	GEE-G

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Leave Regulations - (Location – C2)

No.	Subject	Compilation
LV-1	MbPT Employees (Leave) Regulations, 1975 and Amendments thereto (1995-96)	GEE-G
LV-2	Amendment to MbPT Employees (Leave) Regulations, 1975	REG-LVE
LV-3	Amendment to MbPT Employees (Leave) Regulations, 1975 (2001 onwards)	GEE-G


Advances for the purchase Motor Car/ Motor Cycle - (Location – C2)

No.	Subject	Compilation
REG-MCA-1	BPT Employees' (Grant of Advances for Purchase of Motor Car/ Motor Cycle) Regulations, 1976	GEE-G
REG-MCA-2	Grant of Advances for Purchase of Motor Car/ Motor Cycle	GEE-G
REG-MCA-3	Grant of Advances for Purchase of Motor Car/ Motor Cycle – Increase in amount of advance of	GEE-G
REG-MCA-4	Grand of advances for purchase of Motor Car/ Cycle/ Scooter	GEE-G


Licensing and Control of Pilots Regulations - (Location – C2)

No.	Subject	Compilation
REG-LCP-1	Bombay Port (Licensing and Control of Pilots) Regulations, 1975 TR No.49 of 10.2.1976	GEE-G
REG-LCP-2	Amendment to MbPT (Licensing and Control of Pilots) Regulations, 1975 TR No.330 of 29.10.1991, TR No.67 of 27.2.1992	GEE-G

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Classification, Control & Appeal (CCA) Regulations

Location – C2


No.	Subject	Compilation
CCA-1	BPT Employees (Classification, Control & Appeal) Regulations, 1976	GEE-G
CCA-2	Bombay Port Trust Employees (CCA) Regulations – 1978 TR No.277 of 1978 TR No.300 of 1988, TR No.283 of 1989	GEE-G
CCA-3	Amendment to MbPT Employees (CCA) Regulations, 1976 TR No.168 of 28.11.2002	REG-CCA

Housing Loan Regulations

Location – C2

No.	Subject	Compilation
HL 1	BPT Employees Housing Loans (Second Amendment) Regulation TR No.229 of 1978 – revision of rate of interest	GEE-G
HL 2	Rules for grant of (1) Advance to BPT Employees individually for the building or purchase of house and (2) Housing loans to co-operative Housing Societies framed by them. (1968-81)	GM-QS
HL 3	BPT Employees Housing Loan Regulations – constitution of a Technical Committee for inspection of site (1979-89)	GM-QS
HL 4	Bombay Port Trust Employees Housing Loans Regulations – Amendment of (1984-1987)	GEE-G
HL 5	MbPT Housing Loan Regulations – (i) Amendments to Regulations (TR No.24 of 2001) (ii) Amendments to Regulations – creation of second mortgage to meet the cost of flat/ house)	REG-HBA

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Leave Travel Concession (LTC) Regulations

Location – C2


No.	Subject	Compilation
LTC-1	Leave Travel Concession – old rules (1956 to 1972)	GEE-G
LTC-2	Bombay Port Trust Employees (Leave Travel Concession) Regulation – TR No.507 of 1975 TR No.237 of 1978, TR No.204 of 1985, TR No.286 of 1988, TR No.60 of 1989	GEE-G
LTC-3	Simplification of procedure and amendments to MbPT Employees (LTC) Regulation, 1992 TR No.279 of 27.8.1981, TR No.334 of 29.10.1981	GEE-G
LTC-4	Mumbai Port Trust Employees (LTC) Amendment Regulations (1992) TR No.45 of 27.2.2001	GEE-G

Recruitment, Seniority and Promotion (RSP) Regulations

Location – C2


No.	Subject	Compilation
RSP-1	RSP Regulations, Old correspondence (1953-73)	GEE-G
RSP-2	Bombay Port Trust Employees (RSP) Regulation, 1977 – Amendment of	GEE-G
RSP-3	BPT Employees Recruitment, Seniority and Promotions Amendment Regulation, 1977 (proposed)	GEE-G
RSP-4	BPT Employees (RSP) Regulations, 1977 – Schedule of Class III/IV posts	GEE-G
RSP-5	BPT Employees (RSP) Regulations, 1977 – Framing of Schedule of Class III/IV posts	GEE-G

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RSP-6	BPT Employees (RSP) Regulations, 1977 – Framing of Schedule of Class III/IV posts TR No.278 of 23.9.1999	REG-RSP
RSP-7	BPT Employees (RSP) Regulations, 1977 – Framing of Schedule of Class III/IV posts Secretary's, Services, Labour, P&R, C.E.'s, Port, Medical, Docks, Railway and Stores Deptts.	REG-RSP
RSP-8	MbPT Employees (RSP) Regulations – Amendment to Schedule for Class III/IV posts (February 1999 – April 2002)	REG-RSP
RSP-9	MbPT Port Trust Employees (RSP) Regulations, 1977 – Framing of Schedule for Class III/IV posts of Secretary's, Services, Labour, P&R, C.E.'s, Port, Medical, Docks, Railway and Stores Deptts.	REG-RSP
RSP-10	BPT Employees (RSP) Regulations, 1977 – Framing of Schedule of Class III/IV posts	REG-RSP
RSP-11	BPT Employees (RSP) Regulations, 1977 – Framing of Schedule of Class III/IV posts	REG-RSP
RSP-12	BPT Employees (RSP) Regulations, 1977 – Amendment for Class I posts of Stores Deptt.	REG-RSP
RSP-13	BPT Employees (RSP) Regulations, 1977 – Amendment for Class I posts of Medical Deptt.	REG-RSP
RSP-14	BPT Employees (RSP) Regulations, 1977 – Amendment for Class I posts of C.E's Deptt.	REG-RSP
RSP-15	Amendment to MbPT (Recruitment of HOD) Regulation, 1999 – CWO	REG-HOD
RSP-16	Recruitment Rules for the post of Heads of Departments – 1992	REG-HOD
RSP-17	Amendment to MbPT (Recruitment of HODs) Regulation, 1993	REG-HOD

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RSP-18	Amendment to MbPT (Recruitment of HODs) Regulation, 1993	REG-HOD
RSP-19	Amendment to MbPT Employees (RSP) Regulations, 1977 (Appointment by Direct recruitment) TR No.22 of 23.1.2001	REG-RSP
RSP-20	Amendment to MbPT (Recruitment of HODs) Regulations, 1993 – RRs for CVO	REG-HOD
RSP-21	Amendment to MbPT Employees (RSP) Regulations, 1977 Amendments for Class I posts of Estate Deptt.	REG-RSP
RSP-22	Amendment to Schedule to RSP for CLO&A and RM – in decision of Dock Master, Sr. Dock Master and Harbour Master	REG-RSP


MPT Act 1962 Files - (Location – C2)

No.	Subject	Compilation
MPT-1	MPT Act 1963 Amendment Act	GEE-G
MPT-2	Amendments to MPT Act, 1963	GEE-G
MPT-3	Preparation of drats of first Regulations under Major Port Trusts Act, 1963	GEE-G

Merger of Dock Labour Boards with BPT - Files - (Location – C2)

No.	Subject	Compilation
MEG-1	Merger of Dock Labour Board with BPT – Framing of Regulations (1992-93)	GEE-G
MEG-2	Merger of BDLB with BPT	GEE-G
MEG-3	Merger of BDLB with BPT – Discussions with Unions for implementation of agreement	GEE-G
MEG-4	BDLB File (1990-91)	GEE-G
MEG-5	Allocation of posts of officers on General Pool of Erstwhile BDLB and filling of vacancies	GEE-G
MEG-6	Merger of BDLB with BbPT	GEE-G


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List of hand file – Docks Department - (Location – C2)

No.	Subject	Compilation
DKS-1	Alleged abusing and insulting treatment by Shri T.V. Sowrirajan, Addl. Docks Manager to Shri D.N. Solanki, Shed Supdt.	GEE-D
DKS-2	Correspondence with Mulla & Mulla regarding Shri D.R. Nadkarni's Court Cases	GEE-D
DKS-3	Asstt. Manager (Hazardous Cargo) Docks Deptt.	GEE-D
DKS-4	Remission for grant of outside employment by the officers/ employees of Docks Deptt. (2004)	GEE-D
DKS-5	Permission for grant of outside employment by officers/ employees of Docks Deptt. (2000-2004)	GEE-D
DKS-6	High Court Appeal No.530 of 1995 – Shri D.R. Nadkarni order of Reinstatement (1995 to 2003)	GEE-D
DKS-7	Writ Petition filed by Shri D.R. Nadkarni, Asstt. Manager (Docks)	GEE-D
DKS-8	Departmental Promotion Committee Reports of DPC (Docks Deptt.) (Nov.2003)	GEE-D
DKS-9	DPC Reports – Officers (Docks Deptt.)	GEE-D
DKS-10	DPC Reports – Officers (Docks Deptt.) (April 1996 to Oct.2003)	GEE-D
DKS-11	H.C.W.P. No.2720/1980 V.N. Gokhale Vs. BPT & others (1991-2004-2005)	GEE-D
DKS-12	Promotion to the post of Dy. Docks Manager (Jr.) Shri V.N. Gokhale (W.P.No.2720 of 1980)	GEE-D
DKS-13	Filling up of the post of Traffic Manager (Nov.2003)	RECT-HOD
DKS-14	Recruitment to the post of Asstt. Manager (Jr.)	GEE-D

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List of Hand files of Chairman / Dy. Chairman, MbPT (Location - C3)

CHAIRMAN

<u>No.</u>	<u>Name</u>	<u>Compilation</u>
CH-1	Shri S.Y. Ranade	GEE-G
CH-2	Shri J.C. Agarwal	GEE-G
CH-3	Shri B.C. Cariappa	GEE-G
CH-4	Shri K.K. Uppal	GEE-G
CH-5	Shri S. Ramamoorthi	GEE-G
CH-6	Shri M.R. Natarajan	GEE-G
CH-7	Shri Ashoka Joshi	GEE-G
CH-8	Shri D.K. Afzalpurkar	GEE-G
CH-9	Shri S.G. Kale	GEE-G
CH-10	Shri A.K. Mago	GEE-G
CH-11	Smt. Rani A. Jadhav	GEE-G

DY. CHAIRMAN

DY.CH-1	Shri K.K. Uppal
DY.CH-2	Shri N.R. Mane
DY.CH-3	Shri K.B. Srinivasan
DY.CH-4	Shri Zafar Saifullah
DY.CH-5	Shri R.K. Bhansali
DY.CH-6	Shri B.P. Pandey
DY.CH-7	Shri R.R. Sinha
DY.CH-8	Shri A.K. Bal


GENERAL MANAGER

GM-1	Shri K.K. Uppal
GM-2	Shri K. Nalinakshan
GM-3	Shri P.B. Rajgopalan (Project Director)

List of Hand files of Ex-HODs and creation of posts of HODs
(Location - C3)

- Shri N.P. Bapat (1975-85)
- Capt. M.S. Karnik, DC (1983-86)
- Dr. A.B. Bhagekar, CMO
- Shri G.D. Phatak
(Shri V. D'souza, CE)
(Shri B.M. Balija, FA)

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5. Shri C.V. Bhide, FA & CAO
6. Shri A.K. Kulkarni (1988-90)
7. Shri T.V. Rangarajan, CPIRM (1981-82)
8. Shri J.V. Bagawadkar, COS
9. Shri K.M. Rao, RM
10. Creation of post of GM, BPT TR No.466 of 1958
11. Manager (GD) Establishment
12. Creation of post of CPIRM
13. Appointment to the post of CE – (1984-87)
14. Creation of a post of Addl. GM (TR No.380 of 1972)
15. Appointment of GM (Shri K.K. Uppal)

List of Hand files – Establishment of Steno Pool (Location-C4)


HF No.	Subject	Compilation	Year
1.	Posting papers of Steno Pool II (Part I, Part II)	GEE-STN	1996
2.	Promotion of Stenographers – DPC reports	-do-	1981
3.	Revision of Pay and Allowances of Class I & II officers and Class III & IV employees	-do-	2000
4.	Upgradation of 14 Stenographers PA's grade from Class III to Class II level – Implementation of the Classification and Categorisation Committee for Class III & IV posts.	-do-	1998
5.	Seniority lists of Steno Pool	-do-	1997
6.	Officiating arrangement	-do-	2000
7.	Nominal Roll – Information of PA to HODs included in Nominal Roll.	-do-	2000
8.	Administration Report – Information forwarded	-do-	1999
9.	Programme for the disbursement of Salaries/Wages	-do-	1996
10A.	Paysheet related circulars/papaers	-do-	1994
10B.	Paysheet related papers : overtime, etc.	-do-	2005
11.	Ready Reckoner of Pay & DA, Allowances, etc.	-do-	1995

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12.	Miscellaneous	GEE-STN	2001
13.	Circulars/correspondence to/from Vigilance department – Monthly report to the Vigilance department	-do-	1998
14.	Property Returns sent to the Vigilance department	-do-	2000
15.	Report to FA&CAO : Revision of pay and allowances of Class III & Class IV employees due from 1.1.1998	-do-	1998
16.	Quarterly and Annual Report of SC/ST candidates and other information supplied on SCST and Physically handicapped.	-do-	1997
17.	Test audit and report by RAO	-do-	2000
18.	Important Circulars	-do-	1986
19.	Circulars from CWO regarding quarters	-do-	1993
20.	LTC circulars	-do-	1991
21.	Guidelines for Reimbursement of Medical Expenses	-do-	1996
22.	Encashment of EL – Circulars	-do-	1979
23.	Telephone call charges – circulars	-do-	1994
24.	Common Pension Regulations and Commutation of Pension Regulations of Port and Dock employees w.e.f. 1.4.1995	-do-	2000
25A.	Special Voluntary Retirement Scheme – 2001	GEE-STN	2001
25B.	Special Voluntary Retirement Scheme – 2003		2003
26.	Filling in the vacancies of Stenographer – GR.II (Part I, Part II, Part III)	-do-	Part I-2001 Part II-2002 Part III-2003
27.	Stenographers Establishment – General Correspondence	-do-	2001

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28.	Retired Employees – General Correspondence	-do-	2002
29.	Assured Career Progression Scheme – Steno Pool	-do-	2002
30.	Confidential Reports	-do-	2000
31.	Manpower Planning – Training & Development	-do-	2000
32.	LTC & Reimbursement of Hire Charges to retired employees/Reimbursement of Spectacles/ Travelling Allowance to retired employees	GEE-STN	1999
33.	Seniority of employees as on 1.3.1996	-do-	2001
34.	Swipe Card / Identity Card / Smart Card	-do-	2001
35.	Revenue Expenditure Budget	-do-	2003
36.	Circulars from FA&CAO regarding Income Tax	-do-	2001
37.	Reimbursement of Tuition fees	-do-	1992
38.	Scholarship paysheets (Part I, Part II)	-do-	Part I-1999 Part II-2003
39.	Quarterly report on Manpower: Report to FA&CAO	-do-	2003
40.	Various reports to FA&CAO on their circulars	-do-	1999
41.	Various report to CWO on their circulars	-do-	1999
42.	Reconciliation of TDS (FMS statements and reports of FA&CAO)	-do-	2002
43.	Grant of Honorarium @5% of basic pay to PA to HOD posted to work in the office of Dy. Chairman	-do-	2005
44.	TRs for Special Casual Leave (TCCC)`		
45.	Payment for Honorarium to Stenos covering meetings		
46.	Check-off system		

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47	PLB/PLR Steno Pool II		
48	Medical benefits to retired employees	GEE-STN	2003
49	MWRC Pay Fixation – 1.8.1977 (Steno Pool)		
50.	WRC-1.1.174 – Pay fixation statements (Steno Pool)		
51.	WRS-1.1.1980 Pay fixation statements (Steno Pool)		
52.	NWS – 1.1.1984 Pay fixation sheets (Steno Pool)		
53.	WS – 1.1.1988 – New Wage Settlement 1988 fixation sheets (Steno Pool)		
54A	Circulars regarding revision and other payments – wage revision w.e.f. 1.1.1993		
54B	Pay fixation sheets 1993		
54C	Stepping up statements of wage settlement dated 6.12.1994.		
55A	MOS 2000 – Fixation sheets		
55B	Statements showing advancement of date of increment of the employee i.e. stepping up statements – 2000		

Miscellaneous Matters - Location C5


No.	Subject	Compilation
1	Honorarium for holding additional charge of the post of HODs (1985-2002)	GEE-G

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2	Sanctioned strength and position of vacancies (10% Economy cut on manpower (1992-1998)	GEE-G
3	Collection of factual details & date by the Pay Revision Committee for Port and Dock Officers (1997)	GEE-OPR
4	Staggering of office timings	GEE-G
5	Grievances pertaining to Welfare Deptt. (2000)	GEE-G
6	Assured Career Progression Scheme for the Central Govt. employees – Implementation reg. (2000-2001)	GEE-ACP
7	ivaivaQa p`kar ka p~acaar	GEE-G
8	Fraudulent delivery of wagons on Indemnity notes in the absence of railway receipts to Messers. Vegetable, Vitamins and Foods Co. Pvt. Ltd. at Manganese Depot	GEE-R
9	Pensionary benefits to Shri Ramkedar Kachhi (2000 - 2001)	GEE-G
10	National level study at Major Ports (Feb.2001 - Aug.2001)	GM-IPA
11	National level study at Major Ports (Oct.2001 - 2002)	GM-IPA
12	Interaction / Communication at lower level (2000)	GEE-G
13	Reimbursement of tuition fees to the employees whose children are Physically Handicapped / Mentally Retarded / Blind / Deaf & Mute	GEE-G
14	Request for issue of NOC for applying for passport	GEE-G
15	Vishvakarma Rashtriya Puraskar & National Safety Awards (2000)	GEE-G
16	Chief Defence – Home Guards (1982 to 1993)	GEE-G

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17	Home Guards and Civil Defence medals for the meritorious services	GEE-G
18	National Integration – National Unity week celebration of – (1982-95)	GEE-G
19	Observance of Vigilance Awareness week - 2002	GEE-G
20	Population of Census – 1981 – Census of India – 2001 – First phase – House Listing operations (1981-2001)	GEE-G
21	Grant of ad hoc relief to class I and class II officers and interim relief to class III and class IV employees (1986-90)	GEE-G
22	List of compilations	GEE-G
23	Implementations of Recommendations of OSD regarding scales of pay & allowances of class I and class II officers (Marine and New Marine services (1977-85)	GEE-G
24	Reorganisation of working of legal department	GEE-LA
25	POM (1994-99)	GEE-POM
26	National Commission for Safai Karmacharis	GEE-ACP
27	Visit of the Parliamentary Committee on subordinate legislation to MbPT on 5 th July 2003 (i) MbPT [Licensing & Control of Pilots] Regulations, 1975 (ii) Transport, handling and storage of dangerous goods in the Port of Bombay Regulations, 1994	GEE-G
28	Cases pending with the Ministry of Shipping	GEE-G

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29	The Rajya Sabha Committee on subordinate Legislation visit on 26.9.1994 (1994)	GEE-G
30	Relief to families of employees killed in execution of their duties TR No.121 of 26.9.1982, TR No.176 of 14.6.1982	GEE-G
31	Framing of uniform regulations for all Major Ports in the country – supply of copies of regulations	GEE-G
32	Cadre review / Restructuring – First promotion	GEE-G
33	Cadre Review of officers promotion to	GEE-G
34	Notice of strike given by the All India Port & Dock Workers Federation over Wage Negotiations (from 2000	GEE-G
35	Position regarding provision of knowledge of Hindi and English for recruitment to various posts in Central Govt. Services and in-service training through Hindi medium (1988)	GEE-G
36	Visit of Hon'ble Minister for Shipping to MbPT on 22.9.2001 – Follow up action (2001)	GEE-MS
37	High Court writ petition No.1914 of 1987 G.S.Mathkar v/s. Chairman, BPT & others	GEE-G
38	Contingency Plan for the year 2000-2001	GEE-MS
39	Formats to be used in the Departmental Proceedings	GEE-G
40	BPT Services (Recognition of Service Assn. Rules) (1955-68)	GEE-P
41	Minutes of the meeting held by the Secretary (Shipping) on 9.3.2004 reg. various issues raised by MP Federation of Port & Dock Workers – Rationalisation of existing medical benefits to the retire (from 9.3.2004)	GEE-G

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42	Gratuity – Payment of Gratuity at the rate of 15 days wages for each year – Calculation of gratuity payable under Payment of Gratuity Act, 1972 (1981-90)	GEE-G
43	Creation and filling of posts for manning of operation service centres in Dock/Port/CME/FA&CAO's Dept. (1985-88)	GEE-G
44	Request for grant of EOL to take foreign assignment S/Shri A.V. Havinath and K. Ennarasu, Asstt. Manager, Docks	GEE-D
45	Port Chairman's conference taken by Secretary (Shipping) on 7.6.2001	GEE-CL
46	Statement of the Subordinate Legislation under the Act of parliament	GEE-G
47	Parliamentary Committee on Subordinate Legislation of Lok Sabha (2002)	GEE-G
48	Council Questions	GEE-G
49	Late attendance in office (half day's casual leave)	GEE-G
50	Redesignation of posts of officers (MM, CLO&A, CME & FA & CAO)	GEE-G
51	Grievances pertaining to Accounts Deptt.	GEE-G

Planning & Research Department (Location C7)

List of Hand Files

File No.	Subject	Compilation
1.	Recruitment Papers – Jr. Investigator	RECT-P&R
2.	Recruitment Papers – JEA, Vol. I/II/III	RECT-P&R
3.	Recruitment of Asstt. Supdt. Cum Programmer	RECT-P&R
4.	Appointment to the post of Asstt. Supdt. (Telecom / Electronics) (2002)	RECT-P&R

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5.	Recruitment to the post of Dy. Manager (Systems)	RECT-P&R
6.	Appointment to the post of Asstt. Manager (Systems) 2002	RECT-P&R
7.	Recruitment to the post of Mazdoor in Telecom Section by redeployment	RECT-P&R
8.	Reorganisation of P&R Department Vol. I/II	GEE-P&R
9.	Recruitment to the post of Jr. Programmer (2001) Vol. I/II	RECT-P&R
10.	Recruitment to the post of JTA	RECT-P&R
11.	DPC reports of P&R Department	GEE-P&R
12.	Filling up the post of Sr. Investigator / Jr. Investigator	RECT-P&R
13.	Confirmation of Officers – P&R department	GEE-P&R
14.	Director (P&R) – General	GEE-P&R
15.	Permission to take up job during Leave Period	GEE-P&R
16.	P&R Department – General	GEE-P&R
17.	Staff requirement for MIS Project – Appointment to the post of Dy. Manager and Asstt. Manager (Systems)	GEE-P&R
18.	Upgradation of the post of D(P&R) to HOD	GEE-P&R
19.	Creation / Continuance of posts in P&R Department	GEE-P&R

TRAINING (Location C7)

List of Hand Files

File No.	Subject	Compilation
I-1.	IIPM (Aug. – Dec. 2001)	TRG-IIPM
I-2.	IIPM (2002)	TRG-IIPM
I-3.	IIPM (2003)	TRG-IIPM
I-4.	IIPM (2004)	TRG-IIPM
N-1.	NIPM (May – Dec. 2001)	TRG-NIPM
N-2.	NIPM (2002)	TRG-NIPM
N-3.	NIPM (2003)	TRG-NIPM
N-4.	NIPM (2004)	TRG-NIPM
G-1.	GENERAL (Jan. 2000- Feb. 2002) (Vol. I)	TRG-GEN

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G-2.	GENERAL (Jan. 2000- Feb. 2002) (Vol. II)	TRG-GEN
G-3.	GENERAL (2002)	TRG-GEN
G-4.	GENERAL (2003)	TRG-GEN
G-5.	GENERAL (2004)	TRG-GEN
M-1.	MEDICAL (Jan. 2000 – Feb. 2002)	TRG-MED
M-2.	MEDICAL (2002)	TRG-MED
M-3.	MEDICAL (2003)	TRG-MED
M-4.	MEDICAL (2004)	TRG-MED
A-1.	ABROAD (May 2000- June 2001)	TRG-ABROAD
A-2.	ABROAD (2002)	TRG-ABROAD
A-3.	ABROAD (2003)	TRG-ABROAD
A-4.	ABROAD (2004)	TRG-ABROAD
P-1.	Port Mgt. Training Centre (2002)	TRG-PMTC
P-2.	Port Mgt. Training Centre (2003-2004)	TRG-PMTC
Misc.1.	Dept. wise details of all the officers of MbPT sent to the Ministry (2004)	TRG-ABROAD

TCCs/ Jr. Asstt (Location C7)

List of Hand Files

File No	Subject	Compilation
1.	Recruitment of TCCs – Correspondence	GEE-TCC
1A.	Resignation from TCC & Disciplinary Action	GEE-TCC
1B.	Application and Posting of TCC	GEE-TCC
1C.	Recruitment of TCC – Committee Report – Pool Disbanding	RECT-TCC
2.	Recruitment of TCC by Promotion – 1999	RECT-TCC
2A.	Appointment papers of Promotional TCCs-1999	RECT-TCC
2B.	Application of Eligible Class IV Candidates – TCC (1999)	RECT-TCC
2C.	Application of Eligible Class IV Candidates – TCC (1998)	RECT-TCC
3.	Confidential Correspondence & NOC of TCCs	GEE-TCC
4.	Typing Test	GEE-TCC
5.	TCC – Duty Hours of TCCs	GEE-TCC
6.	Promotion of TCC to Jr.Asstt (2000)	GEE-TCC

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6A.	Reversion /Refusal of promotion to the post of Jr.Asstt/TCC	GEE-TCC
6B.	Promotion of TCCs to the post of Jr. Asstt. (1998)	GEE-TCC
6C.	Promotion of TCCs to the post of Jr. Asstt. (2002-03)	GEE-TCC
7.	Correspondence file – (2000)	GEE-TCC
7A.	Correspondence File – (2002-03)	GEE-TCC
8.	Encouraging Employees for Higher Education (2002-2003)	GEE-TCC
9.	Training Course for TCC to be promoted as Jr.Asstt	GEE-TCC
10.	Confirmation of TCC	GEE-TCC
11.	Details of Suspension major/minor penalty proceeding cases – monthly return.	GEE-TCC
12.	Permission for Foreign assignment	GEE-TCC
13.	Grant of Special Casual Leave for participation in sports	GEE-TCC
14.	Scheme for Recruitment of Sportsmen	GEE-TCC
15.	Recruitment papers of meritorious Sportsmen	RECT-SPORTS
16.	Outstanding achievement in Sports – Request for out of turn promotion from Shri S.S.Madhav, Clerk Gr. II	GEE-G
17.	Recruitment to the post of TCC (by redeployment) (2001)	RECT-TCC
18.	Recruitment to the post of TCC (by redeployment) (2002, 2003-2004)	RECT-TCC

List of Handfiles of Estate Department

Location :- C-8


HF No.	Subject	Compilation Year	Part
1.	Estate Department - Additional staff for the establishment section.	GEE-L 1967-72	
2.	Posting of Law graduates in Estate Department as Legal Assistant.	GEE-G 1990-93	I

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2A.	Posting of Legal Assistants, Estate Department.	GEE-EM 1997	II
3.	Continuance of S/Shri V.G. Kulkarni and R.M. Doultani in the post of AEM(Jr.) SPPO No.11714.	GEE-EM 1991-2000	
4.	Filling in the vacancy of Draughtsman, Grade II (Estate).	RECT-EM 1995-98	
5.	Shri G.R. Ambike, Sr.Asstt., Welfare Department (ex-Legal Assistant).	GEE-EM 1998-99, 2000	
6.	Optimum Strength.	GEE-EM	I
6A.	Optimum Strength.	GEE-EM	II
6B.	Strengthening of Estate Department.	GEE-EM	III
7	Re-deployment of excess staff, absorption in Estate Department.	GEE-EM	
8	DPC report of Estate Department.	GEE-EM	
9	EM- General	GEE-EM 1999	
10	Appointment to the post of Asstt. EM (Jr.) in Estate Department	RECT-EM 2000	
10A	Appointment to the post of Asstt. EM (Jr.) from amongst the eligible Class III employees.	GEE-EM 2000	
11	Filling up the posts of Estate Manager	RECT-EM 2000	

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12	Substitute panel of Watchman for temporary posting in Estate Department - Titwala land.	RECT-EM 2003	
13	Fixation of revised (post SVRS - 2001) Scheduled strength of Estate Department.	GEE-EM 2001	
14	Confirmation of officers of Estate Department.	GEE-EM 2003	


LIST OF HAND FILES

CIVIL ENGINEERING DEPARTMENT

Location : C9


FILE NO.	SUBJECT	COMPILATION
1	Recruitment of Divers	P/RECT-CE (1997 - Part I & II
2	Representation from Shri R.B.Chitre, Ex-Dy. Chief Engineer	P/GEE-CE (1995)
3	Creation and filling of 3 posts of Trailer, Tanker, Attendant and 11 posts of Mazdoor for water tankers for GWND of Civil Engineering Department	GEE-E Part I (1988-91)
4	Recruitment of Sub Overseer for Pir Pau project	GEE-E (1992 – 1998) Part I & II
5	Representation from Shri A.S.Tambolkar, Exe. Engineer, CE's Department	P-GEE-CE/
6	Creation of posts for the projects – Replacement of submarine pipelines & modernisation of MOT berths	GEE-G (1995 -)
7	DPC Reports – Officers Civil Engineering Department	P/GEE-CE/ (2000 -
8	MbPT Diploma Engineers' Association letters from minutes of meeting held	P/GEE-CE

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9	Report of the committee set up by Government Body of IPA of Engineering Cadre problem of Diploma & Degree holders	GM-IPA
10	HCWD No. 591/1997 MbPT Diploma Engineers Association & Others V/s. MbPT	P/GEE-E (1997 - Part – I
11	Various demands revised by MbPT Diploma Engineer's Association	P/GEE-G
12	MbPT Diploma Engineer's Association & Others Petitioners V/s. MbPT & Others – Respondent	P/GEE-JCO
13	Promotion of Class III employees (diploma holders) in the Civil Engineering Department for appointment to 'promotion vacancies of Asstt. Exe. Engineer'	
14	Redesignation of certain Class III post in Civil Engineering cadre and common seniority list – Jr. Class I level.	
15	Confirmation of Officers	P/GEE-E
16	All India Ports Diploma Engineers Council	
17	Departmental enquiry against Shri Ashutosh Gautam, Asstt. Exe. Engineer, C.E's Dept.	P/GEE-E
18	MbPT Diploma Engineers Association and othrs. Petitioners V/s MbPT & others	P/GEE-G
19	H.C. Writ Petition No. 14 of 2003 Mr. M.A.Merekar V/s. The Board of Trustees of Port of Mumbai	P/GEE-CE
20	Confirmation of the officers of CE's Department	P/GEE-CE
21	Appointment to the post of A.E.E., CE's Department	RECT-CE (2002 -
22	Preparation of panel for the post of Administrative Officer in CE & CME Dept.	P/GEE-CE (1998 -
23	Preparation of panel of Cl. III staff for promotion to the post of A.E.E.	P/GEE-G (1999 -

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24	Appointment to Lascar, Mali Gr. II, Office Attendant and Mazdoor	P/RECT-CE (2003 -
25	Representation from Shri P.D.Antoo, Ex. Engineer, CE's Dept.	P/GEE-CE
26	General Correspondence	P/GEE-CE
27	General Correspondence	P/GEE-CE
28	General Correspondence	P/GEE-CE

SECRETARY's DEPARTMENT

Location : C9

1	DPC – Secretary's Department	P/GEE-DPC
2	Confirmation of probation period of officers – Secretary's Department	P/GEE-G
3	Advt. For the post of Jr. Asstt. Secretary (Hindi)	P/GEE-G
4	Recruitment to the post of Asstt. Secretary	P/RECT-SECY
5	Appointment to the post of Asstt. Secretary	P/RECT-SECY
6	Secretary - General	

HODs FILES

Location : C9


1	Appointment to the post of HODs	P/GEE-HOD
2	Appointment to the post of HODs	P/GEE-HOD
3	Appointment to the post of HODs	P/GEE-HOD
4	Appointment to the post of Manager (SOM)	P/RECT-M(SOM)
5	Appointment to the post of CE	P/RECT-HOD

ISO FILES

Location : C9

1	ISO	P/GEE-ISO
2	ISO	P/GEE-ISO
3	ISO	P/GEE-ISO

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MISCELLANEOUS FILES

Location : C9

1	Reservation of Jobs for women	P/GEE-G
2	General Correspondance	P/GEE-G
3	Strategic Plan	P/GEE-G
4	Harassment in work places	P/GEE-G
5	Copier machine Xerox 5816LV	P/GM-MS
6	Power Point	P/GEE-G

OUTSIDE EMPLOYMENT (Civil Engineering Department)

Location : C9

1	Outside Employment	P/GEE-CE
2	Outside Employment	P/GEE-CE
3	Outside Employment	P/GEE-CE

Medical Department List of Hand files (Class I)


Location : C10

Sl.No.

Name


- 1(A) Medical – DPC (old)
- 1(B) Medical – DPC (new)
2. Recruitment to the post of Medical Officer (Current file)
3. Representations from MO(Disp) for promotion to the post of ACMO(D), Grant of higher grade and amendment proposals (Latest case- Dr.Geeta Krishna Mohan)
4. Medical Officers – Appointment papers
 - (i) Dr.(Smt.) Sheetal Gujral (Obst & Gyn.)
 - (ii) Dr.(Smt.) Vinal T. More (Gen. Surgery)
 - (iii) Dr.Muddassir Syed (Gen. Medicine)
 - (iv) Dr.Sameer G. Marghade (Gen. Surgery)
 - (v) Dr.Malvika Kantilal Suchak (Gen. Medicine)

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5. Permission to take up employment after retirement.
- 6A Completion of probation period.
- 6B Confirmation of officers at entry level post.
- 7A Medical Officers (Locum)
- 7B Recruitment of Medical Officers (Locum)
- 7C Appointment of Medical Officer (Locum)
8. Upgradation of MbPT Hospital for Post-Graduate Training-DNB
9. Introduction of Post Graduate Diploma Training at BPT Hospital-CPS
10. Scheme for enrolment of candidates and appointment of Specialists/Asstt. Specialists/Hon. Consultants for CPS/DNB Courses.
11. Cadre Restructuring of Medical Department.
12. Ad-hoc Appointments.
13. Scheme for regulating promotion of Class III employees of Medical Department to the post of Administrative Officer.
14.
 - (i) Operation of the post of ACOG in lieu of the post of COG for Dr.(Smt.) V.S. Upadhye.
 - (ii) Operation of the post of Chief Pathologist in lieu of the post of COG for Dr.(Smt.)M.M. Ambekar.
15. Dr.Shivdikar, MO
16. Promotion to the post of ACMO(D) – Dr.V.B. Rege.

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17. Filling up the post of Asstt. Chief Physician, MbPT Hospital.
18. Complaint against Dr.K. Bharti, Asstt. Chief Physician.
19. Medical Officer (Dentists) – Names deleted.
20. Recruitment to the post of Psychiatrist (Part-time).
21. Appointment of Hon. Nephrologist on part-time basis.
22. Recruitment to the post of Physiotherapist
23. Recruitment to the post of Medical Officer – Part I
24. Recruitment to the post of Medical Officer – Part II.
25. Appointment papers of Medical Officers – Part I.
26. Appointment papers of Medical Officers – Part II.
27. Appointment papers of Medical Officer (Dentists)
28. Grievances of Medical Officers in Port Trust Hospital
29. Appointment of Hon. Dietician on part-time basis.

List of Hand files Class III (Medical department)


Location : C10

Sl.No.

Name


1. Recruitment of 'Overseer' Departmental candidate.
2. Recruitment to the post of Health Visitor.
3. Recruitment to the post of Audiologist (part-time).

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4. Recruitment to the post of Social Worker (Family Welfare).
5. Recruitment of Pharmacists.
6. Appointment papers of Pharmacists.
7. Staff for Drug Testing Laboratory – Appointment papers.
 - (i) Sr. Analyst
 - (ii) Analyst (Chem. and Instrument)
 - (iii) Analyst (Microbiology)
8. Appointment of Lab-Technician (Jr.) on locum basis.
9. Appointment of X-Ray Technician on locum basis.
10. Appointment to the post of Sanitary Inspector Gr.II. – Part I
11. Appointment to the post of Sanitary Inspector Gr.II. – Part II
12. Recruitment to the post of Lab. Technician.
13. Recruitment of Lab. Technician (Jr.) – Appointment papers.
14. Recruitment to the post of X-Ray Technician (Jr.)
15. Ad-hoc appointment of Shri S.R. Hirlekar, Lab. Technician (Sr.) as Biochemist vice Dr.L.S. Gokhale, Biochemist on leave.
16. Nursing Sisters (Locum) – Appointment papers.
17. Appointment to the post of Nursing Sister – Appointment papers
18. Recruitment of Nursing Sister (Jr.)
19. Recruitment of Nursing Sister (Jr.) (1995-2000)
20. Recruitment to the Paramedical Posts- Class II/Class IV posts.

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General files of Medical department.

Location : C10

1. Upgradation of the post of Bio-chemist, Pathologist, Bacteriologist attached to the Port Trust hospital.
2. Appointment to the post of Matron at BPT hospital – Amendment to the BPT Employees (RSP) Regulations, 1977.
3. Drug Assay Laboratory – Recruitment of staff.
4. Staff requirement for expansion of Hospital (100 Beds) (1992).
5. Hospital Expansion - Upgradation of Dental unit – Operation of C.T. Scanner (1994-99).
6. Correspondence with Employment Exchange.
7. Payment of Travelling Allowance to private persons.
8. Implementation of the recommendation of OSD regarding scales of pay of Class I and Class II officers – Upgradation of 20% of posts of Medical officers (1981-87).
9. Port Trust Hospital – Establishment proposals – (i) Creation of Chief Physician (ii) Creation of post of Asstt. Chief Surgeon (Orthopaedics), Appointment of Dr. A.R. Ashtekar as Chief Physician, Appointment of Dr.C.A. Kamat, Sr. R.M.O. as Asstt. Chief Surgeon (Orthopaedics), Appointment of S.S. Shengulwar, R.M.O. (Surgery) as Sr.R.M.O. (Surgery), Appointment of Dr. B.M. Shanbhage as Asstt. Chief Physician.
10. Death of Shri Mohan T. Pagare on 17.4.2003 (blue folder).
11. Voluntary Retirement Scheme (2001) (Medical department).
12. Medical department.

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13 Medical department – Optimum strength (1998-99) A&B

14. Miscellaneous cases.

15. Miscellaneous file (NOC, Circulars, etc.)

List of files of Class IV employees. (Medical Department)

Location : C10


1. Recruitment to the post of Scavenger / Safaiwala
2. Recruitment to the post of Hamal (Hospital)
3. Appointment of Hospital Attendant (M) + (F) in MbPT hospital
4. Filling up the post of Dresser (Class IV post) in Medical department
5. Absorption of Class IV multipurpose employees, Medical department

List of Hand Files – Location C- 11

(General and Miscellaneous matters)


- 1) Orders/ Circulars issued by Chairman's and Dy. Chairman's office.
- 2) Circular issued by Chief Vigilance Officer's Department
- 3) Disposal of Pending status of the letters received (year 2002-2003)
- 4) Appointment to the post of Chief Welfare Officer.
- 5) Construction of school building, at Nadkarni Park, Wadala – 1998-99
- 6) Appeal filed by Shri D. G. Rajka, Welfare Officer.
- 7) Appointment of Safety Officer.
- 8) Optimum Strength – Welfare Department part I and II.

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- 9) Pending issues of Co-operative Canteens.
- 10) Appointment of Non-Indians 1996-97
- 11) IPA correspondences.
- 12) ÀÛÏÖÃã¼ß µßàÀËßßÀ %É¼ßßçß ¼ßíëÏß²ßß %ß %ß¼ßßÃ²Ëß¼ß²ßß °ßßÀ£ß ÐßÀ%ßß %íë °ßëÏß²ßë %ë àÉß^ ¼ßßàÐß% àËßËßßÀçß.
- 13) µßàÀËßßÀ %É¼ßßçß %ëÐßÆ %ã ¼ßßàÐß% àÀµßíëÖÃ.
- 14) Reimbursement of fees for part time courses by institute of repute.
- 15) Information on Employment
- 16) Recruitment to the post of Security Guards.
- 17) Request to allow option to come over to Pension Scheme.
- 18) Recruitment to the post of Outdoor Clerk in different departments.
- 19) Guidelines instructions for reimbursement of telephone charges to MbPT officer.
- 20) Outside Employment and Foreign assignment.
- 21) Request for Grant of NOC for obtaining passport.
- 22) Recruitment to the post of Hamal/Peon, Mazdoor, Watchman and Messenger 2001-
- 23) Major Ports Querries Part I, II, III, IV, V, VI
- 24) Celebrations of the Republic and Independence Days – Invitations.
- 25) Major Ports Correspondence.
Applications for various posts.
- 26) Major Ports Correspondence
2002-2003-2004-2005
Part I, II, III, IV
- 27) Major Port Circulars.

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	

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2(C)	Recruitment of Substitute Lascars
3	Appointment of Pilots on contract basis
4	Appointment of Flotilla Engineers
5(A)	Introduction of 3 shift working in DC department (Recruitment of Fireman/ Fire Bucket Lascars)
5(B)	Introduction of 3 shift working in DC department (Recruitment of Fireman/ Fire Bucket Lascars)
6	Filling in the vacancies of VTMS Operator Gr.II in Port department
7	Proposed amalgamation of Pilotage, Berthing, Dredging services
8(A)	Filling up the post of Deputy Conservator, MbPT.
8(B)	Appointment to the post of Deputy Conservator.
9	Request from JNPT to MbPT for giving some pilots on deputation.
10	Request for change of designation from Berthing Master to Dock Pilot
11	Sponsoring candidates through Employment Exchange
12(A)	DPC Clearance, Port department.
12(B)	DPC Clearance, Port department.
13	Appointment to the post of Probationary Pilot
14	Appointment papers of Pilots appointed on contract basis
15	Shortage of Flotilla Engineers – Engaging ex-MbPT Flotilla Engineers on contract basis
16	Filling up vacancies in Shore Crew, Flotilla Dredging section and Workshop Flotilla pursuant to settlement after Strike.
17	Meeting requirements of Pilots – Inhouse Training Scheme (97-98)

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List of Handfiles pertaining to Vigilance department

Location – C-12

HF No.	Subject
1	Appointment to the post of Chief Vigilance Officer
2	Appointment of Chief Vigilance Officer – Shri V.V. Deo
3	Forwardal of CRs to CVO for obtaining Vigilance Clearance/ NOC in respect of MbPT Officers
4	Shri S.S. Puri, IPS, CVO
5	Posting of Officers in Vigilance department
6	Requirement of staff – Vigilance department
7	Appointment of Shri Ananda Shankar as Chief Vigilance Officer
8	Appointment of Chief Vigilance Officer – Smt. Aarti Kant, IDES : 73

Prepared by		Checked by		Approved by		Issued by	
NAME	SGS	NAME	GSR	NAME	SGT	NAME	SGT
Signature		Signature		Signature		Signature	