

## 1. INTRODUCTION

The Traffic Department is an important operational department of the Port with three sub-departments namely

- (a) Docks
- (b) Security
- (c) Railway

Besides the indoor staff looking after the administrative duties, there are large number of workers/mazdoors both on board and on shore, in addition to the outdoor staff posted at various operational areas such as berths, warehouses, gates, Container terminals, Container Freight Stations, Port Railway, Watch and ward, weighbridges etc. is the part of Traffic Department.

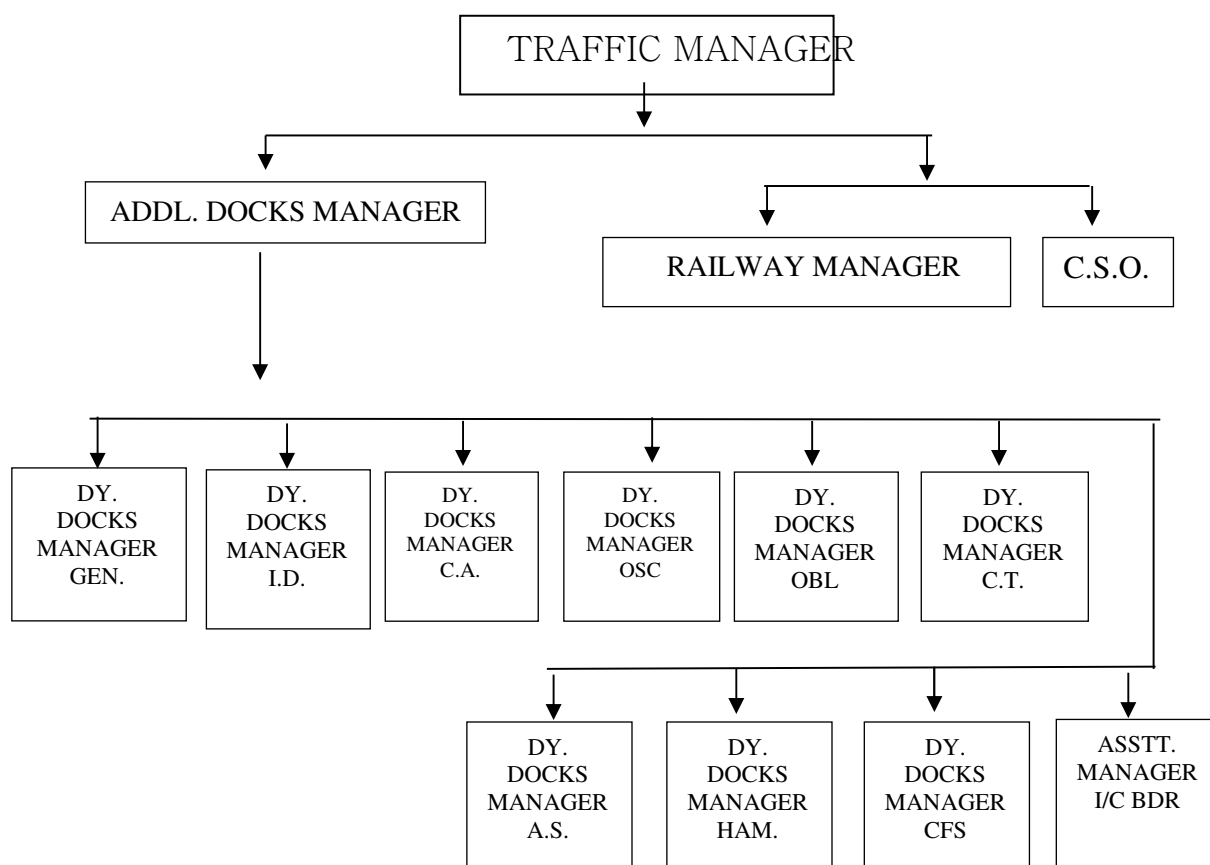
## 2. FUNCTIONS OF TRAFFIC DEPARTMENT

- (a) Allocation of berths to general/break bulk cargo vessels, dry bulk vessels, liquid bulk vessels, container vessels, combi-vessels, pure car carrier vessels, cruise line.
- (b) Planning, organization and execution of discharging / loading operation on cargo vessels.
- (c) Planning and allocation of resources for discharging / loading operations including on shore workers, on board workers, equipments, etc.
- (d) Management and storage of cargo in the open yards, sheds and warehouses.
- (e) Documentation related to receipt and delivery of cargo.
- (f) Drawal of out-turn report giving accountal of import cargoes landed in the Port and taken custody of.
- (g) Auction sale of uncleared cargo lying in the Port.
- (h) Management of Container Freight Stations.
- (i) Management of operations at Bunders including handling of country crafts and barges for loading / unloading of cargo and providing facilities for ship breaking.
- (j) Collection of revenue of cargo related charges, container related

charges, vessels related charges and bundler charges.

- (k) Planning and organization of operations at cruise terminal for handling of international and domestic cruise liners.
- (l) Planning, organization and execution of movement of cargo / container through Port Railway and collection of freight services for services rendered by the Port Railway and Indian Railway.
- (m) Providing security arrangement at the cargo / container handling areas and vital installation.
- (n) To identify and attract additional cargo through Business Development Cell by providing suitable facilities and ensuring prompt and efficient services.

### 3. ORGANIZATIONAL SET UP



### 4. RESPONSIBILITIES OF SENIOR OFFICERS

The main functions and responsibilities of the senior Officers of the Traffic department are as under:

No.	Designation	Responsibilities/function
1	Dy. Manager, Indira Dock	<ul style="list-style-type: none"> <li>Allotment of berths in Indira Dock.</li> <li>Allotment of labour &amp; equipments.</li> <li>Monitoring of vessels working and to ensure quick turnaround of vessels.</li> <li>Permission for carting of export cargo in Indira Dock, and monitoring their storage.</li> </ul>
2	Dy. Manager, Cargo Accountal & P & V Docks	<ul style="list-style-type: none"> <li>Delivery of import cargo to the rightful consignee.</li> <li>Finalisation of outturns of import cargoes and preparation of lists of uncleared cargoes lying in the port for sale.</li> <li>Allotment of labour &amp; equipments.</li> <li>Warehousing of uncleared cargoes</li> </ul>

No.	Designation	Responsibilities/function
		<ul style="list-style-type: none"> <li>• Processing refund /remission cases.</li> <li>• Supervision and control over the Cash Office of ID, P&amp;V &amp; STP.</li> </ul>
3	Dy. Manager, Container Terminal	<ul style="list-style-type: none"> <li>• Responsible for quick turnaround of Container vessels berthed in ID.</li> <li>• Allotment and monitoring of pre-stack areas to the users for stacking of containers.</li> <li>• Ensuring that import containers lying in the terminals are removed to CFS in time and export containers brought to the terminals are shipped.</li> <li>• Ensures that container related charges billed and rendered to the port users.</li> </ul>
4	Dy. Manager, Container Freight Stations	<ul style="list-style-type: none"> <li>• Responsible for efficient management of covered space for cargo and stacking areas for containers at CFSs for import and export operation.</li> <li>• Ensure proper stacking of FCLs &amp; LCLs in the CFS Yard for quick delivery.</li> <li>• Regulates carting and stuffing of export cargoes.</li> <li>• Ensures that cut-off periods prescribed for various activities are adhered to by port users.</li> <li>• Responsible for management of Rail Container Depot at Cotton Depot.</li> </ul>
5	Dy. Manager, Hamallage	<ul style="list-style-type: none"> <li>• Responsible for the recruitments and service matters in respect of all Class IV employees and labour in the department.</li> <li>• Deployment of staff at the various operational points, sanitation of docks, supply of fresh water to ships.</li> <li>• Supply of various gears and equipments for handling of cargoes.</li> <li>• Supply of stationery items to various offices.</li> </ul>

No.	Designation	Responsibilities/function
6	Dy. Manager, Operations Service Center	<ul style="list-style-type: none"> <li>• Recovery of dues from port users in respect of berth hire charges, container related and other miscellaneous charges for the services rendered to them.</li> <li>• Responsible for recovery of Stamp duty</li> <li>• Recovery of wharfage on the cargo landed or shipped at Jawahar Dweep, Pir Pau from port users.</li> <li>• Service Tax matters</li> </ul>
7	Dy. Manager Auction Sales	<ul style="list-style-type: none"> <li>• Responsible for disposal of uncleared cargoes lying in the docks.</li> <li>• Co-ordination with customs authorities in all matters connected with detention and sale of cargoes.</li> <li>• Finalisation of sales accounts in respect of goods sold.</li> <li>• Refund of sale surplus to the importers on submission of application within the prescribed time limit.</li> <li>• Filing of suit for recovery of sale deficit.</li> </ul>
8	Dy. Manager, (General)	<ul style="list-style-type: none"> <li>• Responsible for establishment matters of Officers and Class III staff of the department.</li> </ul>
9	Dy. Manager, On Board Labour	<ul style="list-style-type: none"> <li>• Responsible for supply of on board labour and recovery of levy from the employers.</li> </ul>
10	Railway Manager	<ul style="list-style-type: none"> <li>• Responsible for all operational, commercial and claim matters of port railway.</li> </ul>
11	Chief Security Officer	<ul style="list-style-type: none"> <li>• Responsible for Watch &amp; Ward in the Docks area and security of cargo/container &amp; vital installation in the Port and Docks.</li> <li>• Ensure implementation of ISPS code measures.</li> <li>• Monitoring the issuance of Dock entry permits to port users.</li> </ul>

5. **SCHEDULED STRENGTH OF OFFICERS:**  
(As on 01.04.2010)

<b>Sr. No.</b>	<b>Designation</b>	<b>Strength</b>
1	Traffic Manager	1
2	Addl. Docks Manager	1
3	Dy. Docks Manager (Sr.)	5
4	Dy. Docks Manager (Jr.)	5
5	Asstt. Docks Manager (Sr.)	9
6	Asstt. Docks Manager (Jr.)	23
7	Asstt. Docks Manager (Sr.) (Haz)	1
	Total	45

## **6. DUTIES OF OFFICERS POSTED IN HEAD OFFICE**

### **6.1 DUTIES OF TRAFFIC MANAGER**

He is the head of the department and controls three sub-sectional departments working under him. The duties of Traffic Manager are broadly listed hereunder:

- (i) Overall supervision and control of all the three sub-departments i.e. Docks, Railway and Security.
- (ii) Implementation of laid down policies and preparation of schemes and proposals for maintaining and improving Port traffic.
- (iii) Disciplinary authority and required to exercise authority delegated to him in discharging the duties concerned with disciplinary matter.
- (iv) Interaction with Port users, service providers and service seekers.
- (v) Maintaining industrial relations in harmony with the staff and officers of the department.
- (vi) Reporting to the Chairman / Dy. Chairman and liaison with other heads of the department in seeking their assistance in running the Dock operations smoothly.
- (vii) Attending Board meetings and working as committee member on

the various committees formed.

(viii) Ensures that vessels berthing operations, loading/unloading operations, cargo delivery and disposal operations, container traffic operations are smoothly carried out, for which he is assisted by the Deputy Managers of the department under various sections.

(ix) Liaison with Ministry officials and union leaders.

## **6.2 DUTIES OF ADDL. DOCKS MANAGER:**

(i) Supervision over warehouses in docks and outlying areas; Processing of Contracts viz. warehousing, sanitation etc.

(ii) Monitoring of submission of outturns of import cargoes to Vessel Agents and Customs.

(iii) Liaison with Customs, the trade and shipping companies for disposal of all cargo and vessel related problems.

(iv) Regular holding of meetings with the representatives of the BCHAA, MANSAA, other bodies / associations.

(v) Controlling the revenue collecting functions and ensuring recovery of outstanding dues.

(vi) To attend to work relating to issuance of licences, tenders, contracts and overall supervision over removal of cargoes from transit sheds and disposal of uncleared cargoes by auction sales/tenders etc. Member on Tender Committees and heads the committees in the matters and tenders of removal of garbage and warehousing of cargoes.

(vii) Monitoring the progress of computerisation.

(viii) All matters connected with Bunder management including allotment of sites for ship breaking.

(ix) Establishment matters

(a) Condonation of lapses in connection with claims for Leave Travel Concession.

(b) Acceptance of requests for change in the names of employees in the service records.

(c) Signing recommendations for payment of Pension and

Death-Cum Retirement Gratuity.

- (d) Signing recommendations for payment of Provident Funds and Special Contribution to P.F.
- (e) Acceptance of requests for voluntary retirement / resignation and recommendations from P.T. Medical Officers for incapacitation / invalidation of employees.
- (f) Grant of Special Disability Leave Allowance.
- (x) Disposal of telexes received from government.
- (xi) Parliamentary Committees and questions asked in Parliament.
- (xii) Submission of Budget Estimates.
- (xiii) Nomination of Class III employees for training courses.
- (xiv) Sanctioning Leave of Asstt. Managers.
- (xv) Grievances pertaining to indoor/outdoor staff, if not resolved at the level of Deputy Docks Managers.
- (xvi) General matters
  - (a) Proposal to write-off Port Trust charges.
  - (b) Proposal for new works, construction, repairs etc.
  - (c) Reply to audit queries and paras.

### **6.3 DUTIES OF DEPUTY DOCKS MANAGER (GEN.)**

- (i) Dealing with all establishment and disciplinary matters of indoor employees, all outdoor Class III employees except categories of Tally Clerk, Sorter and Jr. Overseer. Exercising powers of disciplinary authority in respect of Class IV indoor employees.
- (ii) Dealing with correspondence related to security, theft, accident matters and Internal Security Meeting.
- (iii) Granting permission for photography of cargo in the Docks.
- (iv) Sanctioning of purchase/expenses for stationery items for TM's office and Establishment Branch.
- (v) Correspondence related to applications received under Right to



Information Act, 2005.

- (vi) Sanctioning of maintenance of service contracts for duplicating machines/aqua guards and photocopier machines.
- (vii) Nomination of officers and Class III employees for training at PMTC, NMA, IIPM and seminars/conferences conducted by other agencies.

#### **6.4 DUTIES OF ASST. DOCKS MANAGER (TM's Office)**

- (i) He is the supervisory officer of TM's office having control over the staff. He ensures smooth and efficient office working and is responsible for the following action.
- (ii) To ensure compilation of statistics of Traffic handled and forwardal of Periodical statements to Ministry and other concerned authority, IPA.
- (iii) Submission of proposals received from sub-offices.
- (iv) Processing of proposals for revision of Scale of Rates charged at Docks and Bunders.
- (v) Matters related to Administration Report and Departmental Report, Finalisation of Budget Estimates.
- (vi) Replies to Parliament Questions.
- (vii) Any other matter as entrusted by TM/ADM.

#### **6.5 DUTIES OF PERSONAL ASSISTANT (PA) TO TRAFFIC MANAGER**

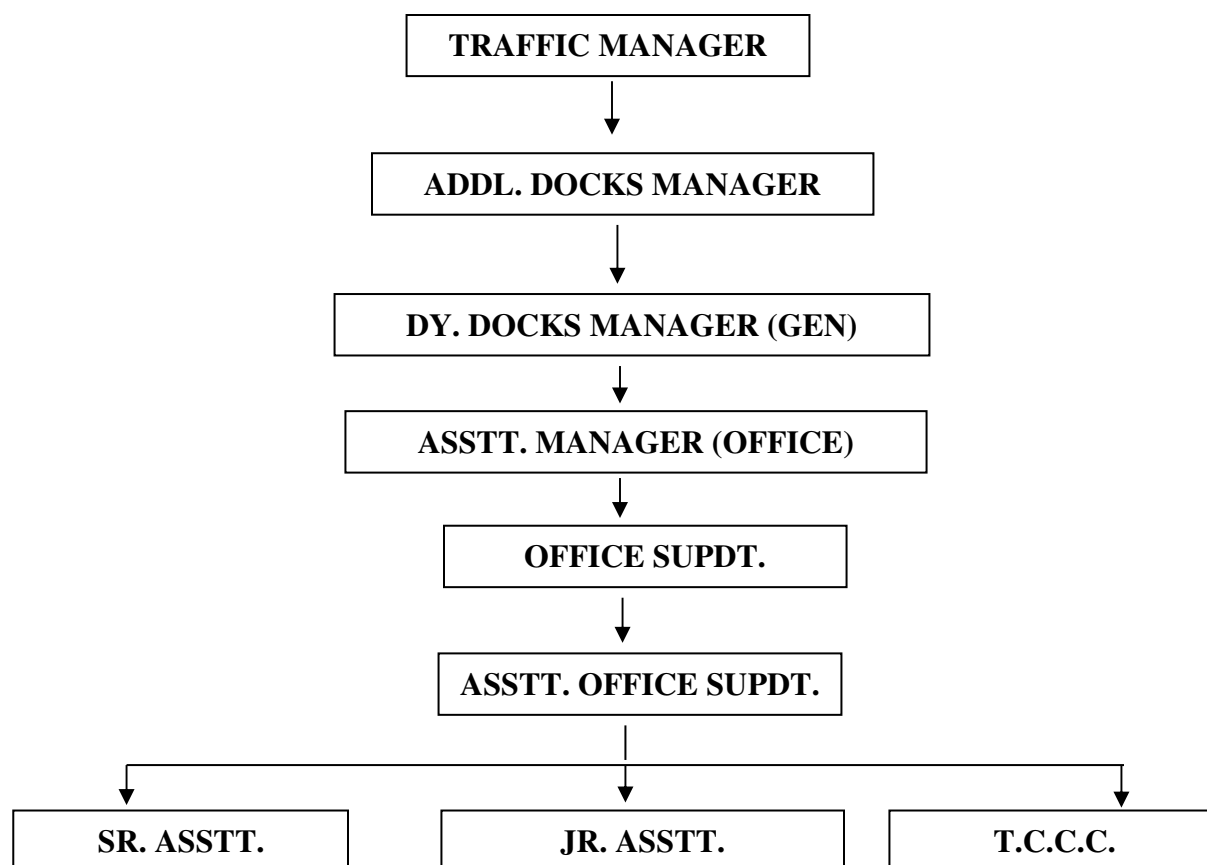
- (i) Performs the duties assigned by the Traffic Manager.
- (ii) Attends stenography and typing works. Keeps the appointments of Traffic Manager.

### **7. FUNCTIONING OF TRAFFIC MANAGER'S OFFICE**

Traffic Manager's office functioning directly under Traffic Manager and Addl. Docks Manager with supervision of Deputy Manager and Sr. Asstt. Docks Manager(Office). The Office Supdt., Asstt. Office Supdt.,

Stenographers, Sr. Asstts., Jr. Asstts. and TCCCs are performing day-to-day functions of this office under the guidance / supervision and control of TM/ADM & A/M (o).

## 7.1 ORGANISATIONAL SET-UP:



## 7.1 SCHEDULED STRENGTH OF STAFF

Sr. No.	Designation	Strength
1	Office Supdt.	1
2	Asstt. Office Supdt.	1
3	Stenographer *	3
4	Sr. Asstt.	5
5	Jr. Asstt.	6
6	TCCC	9
7	Jamadar	1
8	Hawaldar	1
9	Record Attendant	2
10	Office peon	7

Sr. No.	Designation	Strength
	<b>Total</b>	<b>36</b>
	<b>Outdoor Staff</b>	
1	Asstt. Shed Supdt.	1
2	Clerk Gr.I	2
3	Clerk Gr. II	1
4	Messenger Gr. II	3
5	M.P. Mazdoor	7
	<b>Total</b>	<b>14</b>

\* On schedule of Secretary's Department

### 7.3 DUTIES AND RESPONSIBILITIES OF STAFF

While dealing with the papers or issues, three tier system is followed. The matters/issues are processed & submitted to TM/ADM through A/M (O). The duties and responsibilities of the various staff members are as under:

#### (i) **Office Superintendent**

Daily Dak Marking & all Correspondence related to:

- Amendment to DSR, BSR, Docks Bye Law, General Bye Law
- Review meeting/ SCOPE meeting
- Strategic Planning
- Business Development and Customer Cell
- Declaration of employee of the month
- Right to Information Act
- Octroi
- Matters related to statistics

#### (ii) **Asstt. Office Superintendent**

All Correspondence related to:

- Audit queries from Resident Audit Officer
- References received from Ministry/
- Parliamentary questions
- Visits of Parliamentary standing committees
- Weighbridge
- ISO 9001:2000

- Vigilance awareness

(iii) **Sr. Assistant 1**

All Correspondence related to:

- Containers including THC
- Container transport contract
- Warehousing contract
- Sanitation contract
- Purchase of office equipment/new Xerox machine/ jeeps/ cars.
- Cruise vessel and passenger terminal
- Service tax and stamp duty
- Truck, Tanker, Bus and Lorry Owners' Association
- Construction of multi-purpose sheds in Indira Dock
- Installation of scanner
- Indian Ports Association, NMDP/Sagarmala /Priority projects

(iv) **Sr. Assistant 2**

All Correspondence related to:

- Board meeting – Monthly/Quarterly ATRs
- Disaster management plan
- Fire, Theft, Internal Security Meeting, Dock Safety, ISPS code
- Accidents/ damage to vessel/ Port Trust property, etc.
- Holiday for indoor/ outdoor staff
- Strike/ stoppage of work
- On Board Labour section
- Power of Attorney specimen signatures
- Remission/ refund cases
- Constitution of permanent Trade Facilitation Committee

(v) **Sr. Assistant 3**

(i) Supervision and housekeeping of Record Section

(ii) All Correspondence related to:

- Departmental Report and Administration Report,
- INS Vikrant
- Quarterly report of pending issues
- Status report of correspondence with Ministry of Shipping
- Dock plant and gear and monsoon requirement

- Annual contract for washing of uniform/clothing
- Daily board of suit matters

(vi) **Sr. Assistant 4**

All correspondence related to:

- Auction Sale, Customs Duty, etc.
- IPOS, Computerisation, EDI, etc.
- Proposals for new works
- Construction/ repairs/ allotment of land/ space
- Estimates for budget works/ revenue expenditure, budget estimates, etc.
- Tax Deducted at Source
- Preshipment storage facilities and permission for storage of import/ export cargo
- Bank guarantee
- Customs references
- Recovery of less charges/ outstanding dues

(vii) **Sr. Assistant 5**

All correspondence related to:

- Bunders including Sassoon Dock and Ferry Wharf
- Permission for beaching/ breaking of vessels
- Privatization of Port's infrastructure including upgradation of passenger terminal and related guidelines

(viii) **Jr. Assistant 1**

- Rationalisation and Distribution of Cargo
- Capacity assessment and MOU
- All correspondence related to berthing of vessels and dredging
- Compilation of statistics of port's traffic and submission of statements/reports to IPA, Ministry and Chairman/ Dy. Chairman as detailed below:

Sr. No.	Type of Statement	Periodicity	Forwarded to
I	Actual Tonnage Handled	Monthly	IPA/Chairman/Dy. Chairman

Sr. No.	Type of Statement	Periodicity	Forwarded to
II	Total Tonnage (Import & Export) handled during the month	Monthly	IPA/Chairman/Dy. Chairman
III	Variation of Actual Traffic (Seven commodities with Ministry's Targets)	Monthly	Secretary/DPR
IV	Break up of commodity wise traffic vis-à-vis previous year/monthly traffic.	Monthly	DPR
V	Commodity wise cargo handled during the month	Monthly	Chairman/Dy. Chairman
VI	Vessel Statement based on statements from Dock Master ID & Pir Pau	Monthly	Secretary
VII	Iron & Steel Import cargo handled during the month	Monthly	Central Railway
VIII	Commodity-wise Import & Export during the month	Monthly	DPR/Secretary Dir (Statistics)
IX	Statement of Containers handled during the month	Monthly	Safety Officer, MbPT
X	Statement of fertilizers	Weekly	Ministry of Shipping
XI	Statement of daily position of fertilizer/pulses/sugar	Daily	Ministry of Shipping
XII	Report related to port performance	<u>Weekly</u> Monthly	IPA
XIII	Details of value of general cargo handled in Docks & Ports	Quarterly	FA&CAO

(ix) **Jr. Assistant 2**

All correspondence related to:

- Permission for visit of Docks for educational tours
- Permission for photography of cargo/containers in Docks
- Suit matters except related to Bunders

- Write-off proposals/delegation of financial power/economy of expenditure
- Maintenance of contingency account/payment of bills/visiting cards, etc.
- Purchase of stationary, etc.
- Railway Department
- Receipt/ delivery of export/ import cargo
- Permission for pooja/ functions
- Telephone/ mobile bills and payment of bills of officers

(x) **Jr. Assistant 3**

All correspondence related to:

- Furniture requirement
- Dead stock register
- Provision of lights and electrical fittings, etc.
- Change in the name/ address of company/ Line code/ Agent code
- Documents required by CBI
- Weather/ rain report
- Canteen facility
- Maintenance and billing of office equipment such as duplicating machine, water purifier, fax machine, etc.

(xi) **Jr. Assistant 4 & 5**

They are mainly attached to Record Section to keep and trace files and papers and also attend the following : -

- Arrange all papers in a compilation wise chronologically.
- Arrange to locate and keep the file/papers
- To connect the papers/files required by the dealing clerks.
- To ensure the proper filling of papers and R.I. Cases in the respective files/folders.
- To segregate the records on regular basis meant for preservation/destruction and arrange for removal of the same to Ships' General Record Office under the orders of the competent authority
- To take an inventory of the files and up-to-date the checklist maintained.
- Marking of papers in the R.I. Register.

- Weeding/classification of papers/records.
- To ensure preservation of records and cleanliness of Record Section.

(xii) **Jr. Assistant 6**

He is required to perform the following duties in Despatch Section with the help of one Typist Cum Computer Clerk.

- To receive letters and acknowledge the same.
- To arrange for despatch and delivery of letters area wise by hand delivery and letters to be sent by Post.
- To keep account of postal stamps.
- To maintain proper record of delivery sheets & acknowledgment sheets and despatch books.
- Preparation of staff return memo for Mazdoor posted on daily/monthly basis.

(xiii) **Typist -Cum-Computer-Clerks**

07 TCCCs are posted in the TM's office for carrying out the following work:

- Inward/outward of letters of TM's office as well as Establishment Branch.
- Typing work of TM's office as well as Establishment Branch.
- Despatch work and data entry of attendance of staff and updating the daily muster.
- Work of compilation of statistical data of traffic handling at Port and attending departmental enquiry.
- Assisting the Jr. Asstt. posted in the Record Section.

(xiv) **Jamadar/Hawaldar**

Attends to Traffic Manager/Additional Docks Manager.

(xv) **Record Attendant**

There are 3 Record Attendants posted in this office. Duties of Record Attendants are as under :

- Filing of Papers in the respective files/folders.



- Proper arranging/stacking of files/folders compilation wise/year wise.
- Arrange to locate files/papers asked for by the dealing clerks.
- To attend the staff whenever necessary.

**(xvi) Peons**

7 peons are posted in this office, out of which 5 peons are drafted for despatch related work and two peons are posted to attend the staff and office work.

## **7.4 WORKING PROCEDURE**

Traffic Manager's office is an important office, dealing with issues relating to framing of Policies for cargo handling, deployment of man power and planning of various schemes/proposals for increasing cargo/traffic with the help of Business Development & Customer Cell and sorting out grievances of the trade, Port users in general, and co-ordinating with sub operational offices and monitoring the various issues.

While dealing with the issues three tier system is followed. The references/ letters received from the Port users and sister departments are forwarded to the operational sub offices, after obtaining orders of TM/ADM on the course of action to be taken in the matter. The follow up and monitoring of the issues is done with the respective offices till final action is completed.

Based on the inputs provided by the sub offices the proposal is finalised as regarding the issues, where orders of Dy. Chairman, Chairman and Board of Trustees are necessary.

The Traffic Manager's office mainly deals with granting of the following permissions:

- (i) Permission for Beaching/Breaking of ships.
- (ii) Permission for Photography of cargo/container.
- (iii) Permission for visiting docks for educational purpose.
- (iv) Permission for religious/Social and Cultural functions inside docks areas.

- (v) Permission for long storage of cargo.
- (vi) Proposal for grant of remission.

The procedure followed for grant of permission for the various activities are as under:

(i) **Permission for beaching/breaking of ships.**

The following procedure is followed for granting permission for beaching and breaking of vessels:

**Beaching of vessels**

- (a) Shipbreaker has to submit an application to Traffic Manager requesting for beaching permission for the vessel and giving details of vessel's name, GRT, LDT, etc. alongwith the following documents:
  - (i) Memorandum of Agreement (MOA) issued by the buyers and sellers.
  - (ii) Vessel Survey/Port Worthiness Certificate issued by Surveyor.
  - (iii) Light Displacement Tonnage Certificate by Surveyor.
  - (iv) Physical Delivery Certificate issued by the Agent & Master of the vessel.
  - (v) Undertaking in the prescribed format (enclosed).
  - (vi) Gas Free Certificate issued by Inspector of Explosives for Hot work (For all tanker vessels prior to beaching and for other vessels prior to breaking).
  - (vii) Customs NOC for beaching.
  - (viii) Customs Noted Bill of Entry.
  - (ix) Ship Registry/Tonnage Certificate.
  - (x) Authorisation letter issued by Maharashtra Pollution Control Board (MPCB).

**Format of Undertaking**

(On the Letterhead of company)

Date :

To

The Traffic Manager – MbPT,  
The Deputy Conservator – MbPT,  
Mumbai.

Dear Sir,

Sub : M.V. \_\_\_\_\_ for breaking at \_\_\_\_\_

We undertake as following.

1. To abide by the procedures and conditions stipulated in the circular No. TM/B/10-15/08 of 86-87 dated 2nd May, 2009.
2. To pay ship breaking charges from the date of beaching till completion of breaking and removal of all broken materials without dispute.
3. To pay all port dues in respect of the subject vessel as per MbPT Scale of Rates.
4. To complete breaking of the said vessel within regulated period.
5. To abide by the terms and conditions contained in Authorisation letter dated \_\_\_\_\_ issued to us by the Maharashtra Pollution Control Board.
6. To comply with the directives of the Hon'ble Supreme Court in Writ Petition No. 657 of 1995 on Hazardous Waste.
7. To supply good quality personal protective equipments (PPEs) to workers engaged in shipbreaking activities and ensure that the PPEs are used by the workers during the shipbreaking work.

8. To use good quality Gas Detectors during the shipbreaking activities.
9. To comply with the provisions of Rule 43A of Petroleum Rules 2002 duly amended and published under GSR 61(E) dated 02.02.2007.
10. To submit copies of Form 3 of MPCB i.e. record of quantities of hazardous and non hazardous waste and in Form 4 of MPCB on completion of each shipbreaking but before their disposal, to the office of Asstt. Manager, I/c Bunder.

Thanking you,  
For (Name of Ship Breaker)

(Signature)  
Name & Designation of  
Authorised Signatory

- (b) On receipt of the application, the dealing clerk scrutinizes all the documents.
- (c) After scrutiny of the documents, a submission in a standard format as given at Annexure 'A' is made to Traffic Manager through Addl. Docks Manager/Asstt. Manager (O), seeking his approval for beaching of the vessel.
- (d) On receipt of the approval from the Traffic Manager, Deputy Conservator is informed about the grant of permission for beaching and he is requested to examine the vessel and the documents and confirm the LDT. Copies of the letters are endorsed to Deputy Commissioner of Police (Port zone), Asstt. Manager, Bunders, Asstt. Manager Bunders (North). Copy is also endorsed to Director, Pollution Control Cell requesting him to examine the vessel with reference to pollution aspect, in case breaking permission is granted to the shipbreaker.

- (e) The shipbreaker thereafter approaches the Deputy Conservator and vessel is beached at the allotted location at one of the marked plots at Lakri Bunder or Powder Works Bunder.
- (f) After granting the beaching permission, letters are forwarded to Deputy Conservator, Director, Pollution Control Cell, Estate Manager, Railway Manager, Asstt. Manager, Incharge Bunders, Asstt. Manager Bunders (N), MbPT enquiring about unauthorized occupation of MbPT plot or any outstanding against the shipbreaker, prior to granting breaking permission.
- (g) A Beaching Report is received in prescribed format from Asstt. Manager Bunders (N), confirming the beaching of the ship at the allotted plot.

### **Breaking of vessels**

- (a) After beaching of the vessel, the shipbreaker approaches Customs and MPCB and after getting their clearance, the party submits an application to Traffic Manager requesting for breaking permission. Normally applications for breaking are submitted within a week from the date of beaching of vessel.
- (b) The following documents are submitted by the shipbreaker along with the application:
  - i) Bill of Sale.
  - ii) Commercial Invoice issued by the seller.
  - iii) Payment of Receipt of Port charges.
  - iv) Bill of Entry duly endorsed by the Customs as "Passed out of Customs charges".
  - v) NOC/Permission to break the vessel for home consumption issued by the Customs.

- vi) NOC by the Director, Pollution Control Cell, MbPT.
  - vii) Confirmation of LDT of the vessel by Dy. Conservator, MbPT.
  - viii) MPCB NOC for breaking and MPCB Certificate that ship has been properly decontaminated by removing hazardous material.
  - ix) Inventory of Hazardous material on board the vessel issued by the Master of the vessel.
  - x) Gas Free Certificate for Hot work issued by Inspector of Explosives.
  - xi) Plan of breaking.
  - xii) Deposit receipt of 90 days ship breaking charges.
- (c) On receipt of the application, the dealing clerk scrutinizes all the documents.
  - (d) After scrutiny of the documents, a submission in a standard format as given at Annexure 'B' is made to Traffic Manager through Addl. Docks Manager/Asstt. Manager (O), seeking his approval for breaking of the vessel.
  - (e) On receipt of the approval from the Traffic Manager, the concerned shipbreaker is granted permission for breaking of the vessel and copies of the permission letters are endorsed to Deputy Conservator, Director, Pollution Control Cell and Asstt. Manager, Bunders, Asstt. Managers Bunder (N).
  - (f) A copy of inventory of hazardous waste material on board the vessel is then forwarded to MPCB, for necessary action, as per directives of Supreme Court in W.P. No.657 of 1995.
  - (g) A letter is then issued to shipbreaker by Asstt. Manager, Bunders stipulating the general conditions regarding obstruction, nuisance to other vessel in Bunders or to the

adjoining P.T. Tenants and the payment particulars, if the vessel is not completely broken within regulatory period as per Section III of BSR.

- (h) After completion of breaking of the vessel, MPCB Authorities inspect the vessel and inform the Port, confirming the completion of the breaking of the vessel and that no waste materials are lying. Copy of the MPCB confirmation is forwarded to Asstt. Manager, Bunders.
- (i) Asstt. Manager, Bunders thereafter works out the charges for recovery / adjustment from the deposit lodged by the party.
- (k) A Completion Certificate is received from the Asstt. Manager, Bunders confirming the completion of the breaking activity. (i.e. last piece of material removed from the plot).

(ii) **Permission for Photography/Shooting**

The policy, procedure and charges for grant of permission for Photography and Shooting /films within the Port premises has been prescribed by the Secretary vide his Circular No. SECY/G/GM-MD/9037 dated 24/06/1994 and No. SECY/G/GM-MD/7817 dated 21/09/2002. The permission for photography on board the vessel or loading and unloading of cargo is granted by the Traffic Manager whereas the permission for shooting films in Port premises is granted by the Secretary with Dy. Chairman's post facto sanction.

**Procedure for grant of permission for Photography:-**

- (a) An application is submitted by the Port users i.e. Shipping Agents, Clearing Agents, Surveyors, Importers and Exporters for taking photograph on Board the vessel for evidence, record or publicity. The application contains details such as date of photography, location of photography, description of cargo, No. of packages, Vessel Name, IGM/Item No. or Shipping Bill No. Etc.
- (b) The documents are then checked vis-a-vis the

submission of copies of the photographs taken by the Port users on earlier occasion/s.

- (d) After scrutiny of the application and the documents viz. copies of Bill of Entry/Shipping Bill, papers are submitted to Dy. Docks Manager (Gen) through A/M (O) for seeking his approval for the photography.
- (e) On getting approval from the Dy. Docks Manager (Gen), a letter is issued to the party granting permission for taking photograph of the cargo, on payment of charges at Rs.200/- per day for the period of photography, on recovery of deposit of Rs.200/- for each location of photography, subject to the compliance of terms and conditions stipulated. Copy of such permission letter is at Annexure 'C'.
- (f) After completion of the photography, the party submits an application along with copies photographs, requesting for refund of deposit.
- (g) After verification of the claim. Papers are forwarded to FA & CAO for grant of refund of the security deposit.

(iii) **Permission for Dock Visit for educational purpose**

Pursuant to the implementation of ISPS Code in Mumbai Port Trust, the procedure for allowing the participants of various organisation (Educational/ Non Educational) to visit the Docks is prescribed under the Circular No. TM/Z/2-4/6201 of 2004-05 dt. 06/10/2004, which is at Annexure 'D'. The procedure followed in TM's office is as under:

- (a) On receipt of application from the institution requesting for permission to visit the docks, the Traffic Manager's orders are obtained for grant of permission after examining the merits of each case.
- (b) The concern institution is thereafter informed whether the permission is granted or not, under intimation to Chief Security Officer.



- (c) In case, permission is granted, Dy. Manager, Hamallage arranges for an officer/Labour Inspector to accompany the visiting team during the visit and Asstt. Manager, Permit issues permit on payment of Rs.20/- per cadet/student and Rs.150/- for others per permit per person.

(iv) **Permission for Pooja /Religious and Social function.**

The application received from the concerned offices through Secretary's Department is processed and recommendations with approval of Traffic Manager are forwarded to the Secretary, if pooja is to be conducted in the Docks premises.

(v) **Permission for Storage of Cargo**

Under the provision section III of the SOR, storage of cargo in the Docks and outlying areas upto 60 days at a time is permitted on payment of license fees for storage/cargo operation (TR No.8 dated 29.1.2007 and TR No.78 dated 30.6.2009).

Considering the inflow of bag cargo like pulses, sugar requires storage areas, permission are granted to the importer or their authorised Custom House Agent for storage of bagged cargoes in the sheds earmarked for long-term storage i.e. 'A' shed Grain Depot, 'E' shed Grain Depot. M Jetha 170-173, 178-180 warehouses, New Sewri Warehouse, STP-3, STP-4, Frere Basin 2 & 6, FCI Godown, WINC, 'A' shed, Rly, K, L, N, T Shed & TW1.

The permission is granted subject to compliance of the following conditions, as laid down in circular No. TM/D/4-3/16 of 96-97 dated 17.7.2009 and TM/D/4-3/21 of 96-97 dated 24.9.2009.

- (a) The cargo should be out of charge from Customs and cleared from the docks on completion of Port and Custom formalities.
- (b) The cargo shall be removed by the importer/CHA at their own risk and cost to the area allotted for storage of cargo.
- (c) The storage of the cargo at the allotted site shall be solely

at the risk, cost and responsibility of the importer/CHA.

- (d) Prior to shifting the cargo to the allotted site, the importer / CHA shall make advance payment of license fees at the rate of Rs.40/80- per Sq. mtr. for a month at the Cash Office in Indira Dock, P&V Docks or STP, for the area requested for . Payment for variation in areas shall be paid within 3 days from the date of the storage.
- (e) The importer/CHA shall be required to vacate the allotted site as and when required by the Port for which 15 days notice will be issued to the importer/CHA.
- (f) In case of any requirement of the allotted area by MbPT, the importer/CHA shall shift the cargo to any other location within 15 days as indicated by the Port, for which the shifting charges shall be born by the importer / CHA.
- (g) The allotment shall be initially for a period of one month and in case of further extension for allotment of the storage area, the importer/CHA should make an application and obtain permission from this office at least 7 days prior to completion of the 30<sup>th</sup> day.
- (h) Further extension of the allotment shall be subject to availability of space.
- (i) The area actually occupied by the cargo shall be measured by the Shed Supdt. and will be certified for recovery of license fees.

(vi) **Proposal for Grant of Remission :**

On receipt of requests from the port users for grant of remission in demurrage fees that may become payable by them on account of natural calamities such as earthquake, cyclone, heavy rain and strike etc which affects cargo operation including loading, unloading, receipt of export cargo and delivery of import cargoes, then requests received from MANSAA, BCHAA etc are processed and Board's approval is obtained for grant of remission upto 80% of demurrage accrued and payable by the

consignees / shippers subject to fulfillment certain conditions as laid down from time to time under section 53 of Major Port Trusts Act 1963 and as per the guidelines issued by the Ministry of Shipping, Road Transport & Highways. The waiver of demurrage is granted only in exceptional and compelling circumstances.

On approval by the Board port user informed as regards the grant of remission.

## TRAFFIC MANAGER'S OFFICE

### 8. ACTs , RULES, REGULATION

Sr. No.	Subject
1	Indian Ports Act, 1908
2	Merchant Shipping Act, 1958
3	Customs Act, 1962
4	Major Port Trust Act, 1963
5	The Port of Bombay (Responsibility for Goods) Regulation, 1975
6	Bombay Port Trust (Handling of Hazardous cargo) Regulation, 1986.
7	Bombay Port Trust (Licensing of Stevedores & Allied Matter) Regulation, 1989
8	Bombay Port Trust (Licensing of Stevedores & Allied Matter) Amendment Regulation, 1989
9	Dock Workers (Safety Health & Welfare) Act, 1990
10	Transport, Handling & Storage of Dangerous Goods in the port of Bombay Regulation, 1994
11	Bombay Port Trust Warehouse Bye Laws
12	Scale of Rates
13	Bombay Port Trust Dock Bye Laws
14	Bombay Port Trust General Bye Laws
15	RTI Manual / RTI Act

## Traffic Manager's Office

9.

### Telephone Nos. /Fax Nos.

<i>Sr. No.</i>	<i>Officers / Staff</i>	<i>Telephone No.</i>		<i>Fax No.</i>
		EPBAX	Direct	
1	Traffic Manager	4051	22614391	22619016
2	Addl. Docks Manager	4052	22610944	22619016
3	Dy. Docks Manager (Gen)	4053	22614984	
4	Asstt. Manager (Sr.) (Office)	4411	22691676	
5	P.A. to TM	4429 4430	22619016	
6	Office Supdt.	4406		
7	Asstt. Office Supdt.	4406		
8	Sr. Asstt. (Statistics)	4407		
9	Sr. Asstt. (Ship breaking)	4418		
10	Asstt. Shed Supdt. (Spl. Duty)	4402		
11	Stenographer	4449		
12	Typing Section (Computer Work)	4405		

# MUMBAI PORT TRUST DOCKS

## ANNEXURE – A

### List of documents required for BEACHING

- (1) Vessel M.V./M.T. \_\_\_\_\_
- (2) Shipbreaker : M/s. \_\_\_\_\_
- (3) Application for beaching dated \_\_\_\_\_, page \_\_\_\_\_
- (4) M.O.A. Dated \_\_\_\_\_ shows LDT as \_\_\_\_\_ page \_\_\_\_\_
- (5) Vessel Survey / Port Worthiness Certificate dated \_\_\_\_\_ page \_\_\_\_\_
- (6) Light Displacement Tonnage Certificate dated \_\_\_\_\_ indicates LDT as \_\_\_\_\_ MT., page \_\_\_\_\_
- (7) Physical Delivery Certificate dated \_\_\_\_\_, page \_\_\_\_\_
- (8) Undertaking (in view of Notification dated 13.04.1995 ) dated \_\_\_\_\_ page \_\_\_\_\_
- (9) Gas Free Certificate for Hot Work dated \_\_\_\_\_ issued by \_\_\_\_\_, page ( ) who are authorised by Department of Explosives vide letter dated \_\_\_\_\_ page \_\_\_\_\_
- (10) Customs N.O.C. for beaching dated \_\_\_\_\_, page \_\_\_\_\_
- (11) Customs Noted B/E dated \_\_\_\_\_ shows LDT declared as \_\_\_\_\_ MT., page \_\_\_\_\_
- (12) Ship Registry/Tonnage Certificate shows GRT as \_\_\_\_\_ MT, page \_\_\_\_\_
- (13) Deposit Receipt (payment towards shipbreaking charges 90 days) No \_\_\_\_\_ dated \_\_\_\_\_ on LDT \_\_\_\_\_ MT., page \_\_\_\_\_
- (14) Authorisation letter dated \_\_\_\_\_ issued by the Maharashtra Pollution Control Board valid till \_\_\_\_\_.page \_\_\_\_\_
- (15) Undertaking dated \_\_\_\_\_ to abide by the Terms & Conditions contained in Authorisation letter at (14) above, page \_\_\_\_\_
- (16) Beaching of M.V. \_\_\_\_\_ is requested at plot \_\_\_\_\_ and no hot work to be started till breaking permission is given.

Proposed to allow/not to allow beaching.

**DEALING ASSTT.**

**ASSTT. MANAGER**

**ADDL. DOCKS MANAGER**

**TRAFFIC MANAGER**

# MUMBAI PORT TRUST

## ANNEXURE – B

### List of documents required for SHIP BREAKING

1. Vessel : M.V./M.T. \_\_\_\_\_
1. Shipbreaker : M/s. \_\_\_\_\_
2. Application for breaking permission dated \_\_\_\_\_
3. Bill of sale dated \_\_\_\_\_, page \_\_\_\_\_
4. Commercial Invoice (Particulars of Ship) dated \_\_\_\_\_, page \_\_\_\_\_
5. Payment of Port department's charges (Pilotage & Towage charges) vide DC/VRC/ No. \_\_\_\_\_ dated \_\_\_\_\_ on GRT \_\_\_\_\_ MT., page \_\_\_\_\_
6. Bill of Entry duly endorsed by the Customs as "Passed out of Custom charges" dated \_\_\_\_\_, page \_\_\_\_\_
7. N.O.C./Permission to break the vessel for home consumption issued by the customs dated \_\_\_\_\_, page \_\_\_\_\_
8. N.O.C. By the Director, Pollution Control Cell (MbPT) vide letter dated \_\_\_\_\_, page \_\_\_\_\_
9. The above noted vessel was beached at \_\_\_\_\_ behind M.V. \_\_\_\_\_ whose breaking was completed and the plot was vacated by removing the entire material on \_\_\_\_\_, page \_\_\_\_\_.
10. LDT of the vessel M.V. \_\_\_\_\_ as confirmed by the Dy. Conservator, vide his letter dated \_\_\_\_\_ is \_\_\_\_\_ M.T., page \_\_\_\_\_
11. Undertaking to complete breaking of the vessel within regulated period, page \_\_\_\_\_
12. Inventory of Hazardous material on board the vessel, page \_\_\_\_\_
13. Evidence that the ship has been properly decontaminated and NOC for ship breaking vide letter dated \_\_\_\_\_ issued by the Maharashtra Pollution Control Board, page \_\_\_\_\_.
14. Gas Free Certificate for Hot Work dated \_\_\_\_\_ issued by \_\_\_\_\_, page ( ) who are authorised by Department of Explosives vide letter dated \_\_\_\_\_, page \_\_\_\_\_
15. Undertaking to abide the provisions of rule 43A of Petroleum Rules 202, page \_\_\_\_\_

16. Breaking plan, page

17. 90 days payment vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_, page

Proposed to allow/not to allow breaking

**DEALING ASSTT.**

**ASSTT. MANAGER**

**ADDL. DOCKS MANAGER**



# MUMBAI PORT TRUST

ANNEXURE – C

No.TM/ P/1-1/

of 2002-03

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

Sub : Permission for photography of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

With reference to your letter No. \_\_\_\_\_ dated \_\_\_\_\_ on the above subject, I have to inform you that you been have granted permission for photography of \_\_\_\_\_ on \_\_\_\_\_ payment of Rs. \_\_\_\_\_ and subject to the following conditions:

1. Working in the docks will not be affected i.e. shipping.
2. No legal liabilities shall accrue to the Port Trust on account of any loss or damage due to untoward incident or accident sustained by your representatives.
3. No shots are to be taken of any vital installations or strategic points in the Port Trust areas.
4. Photography will be carried out under supervision of the Assistant Security Officer, MBPT.
5. Copy of shots taken on MBPT premises should be provided to MBPT for our record.
6. You should pay an amount of Rs. \_\_\_\_\_ as security deposit.
7. Charges once recovered will be forfeited if Photography is not carried out on the scheduled days.
8. You should inform the Chief Security Officer, 3<sup>rd</sup> floor, New Hamallage Building before caring out the photography.
9. Permission from Customs should be obtained by you separately.
10. If any of the conditions mentioned above is violated by you, the amount of security deposit will be forfeited.

Yours faithfully,

For **DY. DOCKS MANAGER (GEN)**

Contd. Pg. 2/-

No. : TM/ P/1-1/

of 2002-03

Copy, together with copy of letter under reply, forwarded to the

- (1) Chief Security Officer
- (2) Financial Adviser & Chief Accounts Officer - For information and necessary action.

D.A: As above

For **DY. DOCKS MANAGER (GEN.)**

# MUMBAI PORT TRUST

## ANNEXURE – D

No. TM/Z/2-4/6201 of 2004-05

dt. 6<sup>th</sup> Oct. 2004

**From,**

**TRAFFIC MANAGER**

**To,**

**SECRETARY**

**Sub : Visit of group of Students / Education Institute to  
the Docks for educational purpose.**

**Ref : Your endorsement dated 15/09/2004.**

Pursuant to the implementation of ISPS Code in Mumbai Port Trust, the procedure for allowing the participants of various organisations (Educational/Non-Educational) to visit the Docks shall be as under :

- All applications from various institutes requesting for permission to visit the Port shall be normally addressed to the Traffic Manager, who shall then decide whether permission should be given or not after examining the merits of each case.
- Concerned installations will then be informed whether their request has been accepted or not.
- In case, permission has been granted for the visit, Deputy Manager (Hamallage) shall arrange for an Officer or Labour Inspector to accompany the team during the visit and Asstt. Manager Permit shall issue permits on payment of Rs.20/- for cadets/students and Rs.150/- for others per permit per person.

Accordingly, please take note of the above procedure and applications received at your end for visit to the Docks may be forwarded to this office for further action.

sd/-

**(V. RANGANATH)  
TRAFFIC MANAGER**

- Deputy Manager (OSC) – for information
- Asstt. Manager, Permit – for information
- Chief Security Officer – for information

**MUMBAI PORT TRUST**

No. TM/D/4-3/ of 1996-97

President,  
Mumbai & Nhava-Sheva Ship-Agents' Association  
President,  
The Bombay Custom House Agents' Association  
President,  
All India Importers Exporters Association  
Hon. Secretary,  
Association of Multi-Modal Transport  
Operators' Association of India  
Secretary, Indian Merchant Chamber  
Secretary, Bombay Chamber of Commerce & Industry  
All India Association of Industries  
Federation of freight Forwarders'  
Association of India  
The Shipping Corp. of India Ltd.  
Indian Sugar Exim Corporation  
Pulses Importers Exporters Association

Sir,

Sub : Storage facilities for import bag cargo  
like pulses, sugar etc.

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The Traffic Authorities for Major Ports (TAMP) vide order dated 30.08.2005 approved the proposal for levy of license fees for long terms storage areas. Accordingly, the following rates have been approved for insertion as sub-section C (II) below the existing sub-section C (I) of the section III of the Scale of Rates charged at the Docks and renumber the existing C (II) C (III). These rates were earlier approved by the Board on 08.02.2005 as section IIIC (I) (A) of DSR.

- (vi) Licence fees for storage/cargo operation with or without installation of facilities, cargo handling equipments by the users.

<i>Period</i>	<i>Celling Rates Application</i>
From the date of permission till expiry at the licence period for	Per sq. mtr. or part thereof month or part thereof @
(a) Open area	Rs. 50.00
(b) Covered area	Rs. 60.00

Note : Installation of facilities/cargo handling equipments shall be subject to the clearance by MbPT or any person authorised by it and shall be dismantled and removed within 15 days.

TAMP has further approved that the above rates will be deemed to have come into effect from 08.02.2005 or will be in force till the date of implementation of the revised

## Scale of Rates of MbPT.

In view of the above and considering the inflow of bags cargo like pulses, sugar requiring storage areas, permission area being granted to the importers or their authorised CHAs for storage of the bag cargoes. The sheds earmarked for long term storage are – 'A' shed Grain Dept, 'E' shed Grain Dept, M Jetha 170-173, 178/180 warehouse. New Sewree Warehouse, MOD-1 and Hay Bunder. Wide publicity may be given to the above facility.

The permission would be granted subject to compliance of the following conditions.

- The cargo should be out of charge from Customs and cleared from the docks on completion of Port and Custom formalities.
- The cargo shall be removed by the importer / CHA at their own risk and cost to the area allotted for storage of cargo.
- The storage of the cargo at the allotted site shall be solely at the risk, cost and responsibility of the importer / CHA.
- Prior to shifting the cargo to the allotted site, the importer / CHA shall make advance payment of license fees at the rate of Rs. 60/- per Sq. mtr. for a month at the Cash Office in Indira Dock or STP, for the area requested for . Payment for variation in areas shall be paid within 3 days from the date of the storage.
- The importer / CHA shall be required to vacate the allotted site as and when required by the Port for which 15 days notice will be issued to the importer / CHA.
- In case of any requirement of the allotted area by MbPT, the importer / CHA shall shift the cargo to any other location within 15 days as indicated by the Port, for which the shifting charges shall be born by the importer / CHA.
- The allotment shall be initially for a period on one month and in case of further extension for allotment of the storage area, the importer / CHA should make an application and obtain permission from this office at least 7 days prior to completion of the 30<sup>th</sup> day.
- Further extension of the allotment shall be subject to availability of space.
- The area actually occupied by the cargo shall be measured by the Shed Supdt. and will be certified for recovery of license fees.

You are requested to inform your members suitably so as enable them to take benefit of the above storage facilities and bring more cargoes to Mumbai Port.

Yours faithfully,

**(V. RANGANATH)**  
**TRAFFIC MANAGER**

# MUMBAI PORT TRUST

## ANNEXURE – F

No. TM/A/15-33/ of 1995-96

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sirs,

Sub : Storage space for import consignment of yellow peas.  
M.V. \_\_\_\_\_, IGM / Item No. \_\_\_\_\_ for  
\_\_\_\_\_ MT Consignee : \_\_\_\_\_

Ref : Your letter dated \_\_\_\_\_  
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With references to your letter referred above, storage of subject consignment is permitted for a period of **30 days at 'A' Shed, Grain Depot for 2250 sq. mtrs and at MOD-1 for 1250 sq. mtrs.** under the provisions of Section III (C) (I) (A) of Docks subject compliance of following conditions :-

- The cargo should be out of charge from Customs and cleared from the docks on completion of Port and Customs formalities.
- You shall remove cargo to the allotted site your own risk and cost.
- The storage of the cargo at allotted site shall be solely at your risk, cost and responsibility.
- Prior to shifting the cargo to the allotted site, you shall make advance payment of license fees at the rate of Rs.80 per sq. mtr. for a month at the Cash Offices in Indira Docks, P & V Docks Or STP, for the area requested. Payment for variation in areas shall be paid within 3 days from the date of storage.
- You shall be required to vacate the allotted site as and when required by the Port for which 15 days notice will be issued to you.
- In case of any requirement of the allotted area by MbPT, you shall shift the cargo to any other location within 15 days as indicated by the Port, for which the shifting charges shall be borne by you.

Contd. pg.2/-

- The allotted shall be initially for a period of one month and in case of further extension for allotted of the storage area, you should make an application and obtain permission from this office at least 7 days prior to completion of the 30<sup>th</sup> day.
- Further extension of the allotted shall be subject to availability of space.
- The area actually occupied by the cargo shall be measured by the Shed Supdt. and will be certified for recovery of license fees.

You are allowed to use MOD Link road for movement of loaded truck from docks to \_\_\_\_\_.

You may liaise with the Dy. Manager, Cargo Accountal and Dy. Manager, CFS for completion of the necessary formalites.

Yours faithfully,

**(V. RANGANATH)**  
**TRAFFIC MANAGER**

C C : Dy. Manager, Cargo Accountal - For information and necessary action.

C C : Dy. Manager, Container Freight Station – He is directed to ensure that the CHA adheres to the above conditions and License fees is recovered prior to clearance of Cargo.

CC : Cash Supervisor, ID

CC : Chief Security Officer – For information and necessary action with reference to Sr.No.10 above.

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Dear Sir,

Sub: Permission for visit to Mumbai Port.

Ref: Your letter No. \_\_\_\_\_ dated \_\_\_\_\_.

With reference to your request for visiting the Docks on \_\_\_\_\_, I have to inform you that your request for visit of \_\_\_\_\_ cadets/ students/trainees on \_\_\_\_\_ from \_\_\_\_\_ hrs. to \_\_\_\_\_ hrs is permitted subject to the following terms and conditions:

- i) You will have to make your own transport arrangement for the visit.
- ii) All the Cadets/Students/Trainees/Faculty members/Instructors shall carry identity cards issued by the Institute during the visit to the dock.
- iii) All the cadets/students/trainees/Faculty members/Instructors be directed to be with the Group and careful while moving in the Port premises.
- iv) Mumbai Port will not be responsible for any untoward incident during the visit.
- v) None of the cadets/students/trainees/Faculty members/Instructors shall be allowed to board any ship in the Docks unless and until specifically permitted by the Ship Security Officer of the Ship.
- vi) Dock Entry Permits for the visitors shall be issued by the \_\_\_\_\_ Asstt. Docks Manager, Permit Section, Shramik Bhavan, near New Yellow Gate, Indira Dock, Carnac Bunder, Mumbai on payment of Rs. 20/- per student and Rs.150/- for others.
- vii) One Labour Inspector shall be deputed alongwith your team for guiding the visitors and explaining the various facilities available in the Port

You are requested to be at the **New Yellow Gate, Indira Dock, Carnac Bunder** along with your team members on \_\_\_\_\_ at \_\_\_\_\_ hrs. where you will be received by Labour Inspector, who shall accompany the group during the visit.



Yours faithfully,

**(SATISH KUMAR)**  
**For TRAFFIC MANAGER**

# MUMBAI PORT TRUST – DOCKS

## **Submitted to Dy. Docks Manager (Gen)**

(Through: Asstt. Manager (O) )

Sub: **Permission for photography.**

Ref: Application received from M/s. \_\_\_\_\_

\_\_\_\_\_ R.I.No. \_\_\_\_\_ dated \_\_\_\_\_

M/s. \_\_\_\_\_, CHA/ Importer/ Exporter/ Surveyor/ Vessel Agent, has requested for permission for taking photographs on \_\_\_\_\_ for \_\_\_\_\_ days of the cargo / container / lying at \_\_\_\_\_ Indira Dock / P&V Docks / CFS. The details of the cargo/ container are:

- (i) Vessel Name : \_\_\_\_\_
- (ii) IGM/ Item No / SB No.. : \_\_\_\_\_
- (iii) Container Nos. : \_\_\_\_\_
- (iv) Cargo: : \_\_\_\_\_

The party has submitted copies of the following documents:

- 11. Bill of Entry/ Shipping Bill
- 12. Packing List / Invoice
- 13. Authority letter from Vessel agent / Importer / Exporter

It is proposed to allow the applicant to take photographs on payment of Port Trust charges and on usual terms and conditions.

Dy. Manager (Gen.)'s approval is requested.

**DEALING CLERK**

**ASSTT. MANAGER (O)**

**DY.DOCKS MANAGER (GEN.)**

## **WORKING MANUAL OF DOCKS ESTABLISHMENT BRANCH**

Establishment branch of Docks Department has three Sections viz. General Section, Leave Section and Paysheet Section.

Establishment branch deals with establishment related matters of :

- (i) Officers
- (ii) All indoor employees and
- (iii) All outdoor class III employees of Clerk Gr.II and above.

Service records of all the above employees is maintained at Leave Section.

Also monthly Paysheet along with all miscellaneous Paysheets of Officers and all class III and class IV indoor and outdoor employees of Docks Department except shore workers and OBL employees is prepared at Paysheet Section.

Office Superintendent, who supervises the overall work of Estt. Branch along with the work of General Section individually is assisted by three Asstt. Office Superintendents of which two are posted at Leave Section and one at Paysheet Section.

### **GENERAL SECTION**

One Office Superintendent along with three Sr. Assistants, seven Jr. Assistants, two T.C.C.Cs, one Record Attendant, one Naique, two Peons are posted at General Section.

Various requests such as housing loan, computer loan, education loan, P.F. Advance, vehicle loan, Conveyance Allowance to physically handicapped person, funeral assistance, reimbursement of tuition fees, spectacles bills, leave travel expenses, TA/DA bills, electricity bills, scholarships, change of name, preferential employment, etc. of employees are processed and disposed off by this section.

Disciplinary matters section is also attached to General Section.

Office Superintendent, Estt. Branch keeps overall supervision of work of Estt. Branch, marks all the letters received at Estt. Branch to concerned AOS/dealing clerks. She attends to the important letters received from unions, ministry, etc. and ensures its prompt disposal with the orders of Deputy Docks Manager, General/Assistant Manager, Estt. Branch. He maintains the contingency plan of Docks Department in updated condition. Action taken report of Estt. Branch is updated by him and forwarded to Traffic Manager's Office.

Working procedures for disposal of various requests of employees/ex-employees are summarised as follows:

### **1. Preferential Employment**

Requests for preferential employment of categories above Clerk Gr.II are received by this office from widows/sons/daughters or near relatives of employees who die in harness or incapacitated on medical grounds, whose family is in immediate need of assistance in the event of there being no other earning member in the family and also request for preferential employment of all other categories of employees including Shore Workers are processed in the light of Personnel Officer's circular No. L/GEE-G/2114 dated 12.06.89 (Exb. G-1) and after verification of details are forwarded to Manager (SOM)'s department for Chairman's sanction.

The applicant is required to submit duly filled prescribed application form (Exb. G-2) with his latest photographs along with following documents:

#### Documents in respect of the ex-employee:

- (i) Ration card copy.
- (ii) MAR Card copy.
- (iii) Death Certificate/Incapacitation Certificates of ex-employee issued by the Medical Board.
- (iv) In case of missing employee, copy of First Information Report/latest police report.

#### Documents in respect of the applicant:

- (i) Handwritten application of the applicant.
- (ii) No objection letter from the other family members eligible for preferential employment.
- (iii) School Leaving Certificate.
- (iv) Birth Registry Extract in case of illiterate applicant.
- (v) Certificates of Educational Qualifications.
- (vi) Nationality Certificate.
- (vii) Marriage Registration Certificate, if not registered, affidavit for the change of name after marriage.
- (viii) Caste Certificate.

(All copies should be duly attested).

### **2. Change of Recorded Date of Birth**

Requests from the employees for change in their recorded date of birth are processed in the light of CP & IRM's Circular No. SECY/L/GEE-G/5327 dated 31.05.1999.(exb. G-3)

### **3. Change of Recorded Name**

The requests for change in recorded name in the service records or whose name is changed due to various reasons applies for change of recorded name in service record to the concerned officer in charge along with the following documents:

- (i) Maharashtra Government Gazette copy with old and changed name.
- (ii) Ration card copy with changed name.
- (iii) Bank passbook copy with changed name.
- (iv) Any other proof containing the changed name such as PAN card, election card, electricity bills, etc.
- (v) School Leaving Certificate
- (vi) A declaration cum undertaking from the applicant that in future, he will not ask for change in his date of birth or caste on the basis of his changed name in the service records.

(All copies should be duly attested).

Applications from outdoor staff are received by Dy. Manager, Hamallage and forwarded along with service particulars to Dy. Manager (Gen.) for further process. In case of non-submission of any of the above documents, the concerned employee is called and asked to produce the same. After due verification, a submission is made to the Addl. Docks Manager and Dy. Docks Manager through Asstt. Manager for the approval to change the recorded name of the concerned employee. And finally after obtaining sanction, the concerned departments like FA&CAO, Medical, and concerned sections are accordingly informed of the employee's changed name.

#### **4. Education Loan**

Applications in the prescribed format for education loan (Exb. G – 4) for post graduation/higher studies received from the employees are forwarded to Chief Welfare Officer & Secretary, MbPT Centenary Commemoration Fund.

For this, employee submit the application form along with the required documents such as:

- (i) Copy of prospectus of the Institution.
- (ii) Certified copy of letter of admission to the institution.
- (iii) Proof of expenses on lodging, transport, etc. together with a statement showing the details.
- (iv) Certificates of marks obtained form SSC examination onwards.
- (v) Latest PF slip.
- (vi) Latest wage slip.
- (vii) In case of student going abroad, RBI permit, Passport, Visa, his/her passport size photograph with signature are required.

(All copies should be duly attested).

The concerned sections verify the particulars filled in the application form, which is then signed by the officer in charge and forwarded to the Chief Welfare Officer & Secretary, MbPT Centenary Commemoration Fund for further necessary action.

When the education loan is sanctioned to the employee, intimation is received from

CWO, which contains information regarding the education loan amount sanctioned, number and amount of installments, which will be paid to the employee, is forwarded to the concerned employee for information. And on payment of each installment to the employee by CWO, intimation from CWO is forwarded to the concerned employee for information. Accordingly necessary remarks will be entered in the service record of the employee on the system and copies of the intimation are also forwarded to AOS, Leave Section & Paysheet Section.

**5. Communication of circulars of other departments to various sections of Docks Department**

Various circulars, office orders issued by the other departments are in turn circulated to all the sections of Docks department.

**6. Fresh Scholarship**

When ward of MbPT employees pass SSC, HSC, Degree/Diploma, Graduation with prescribed percentage, he/she is eligible for MbPT scholarship under MbPT Staff Scholarship Scheme. Fresh applications (Exb. G-5) received from employees are processed in the light of circulars issued by FA&CAO from year to year.

As desired by FA&CAO, following documents are required to be submitted by the employees along with the prescribed application:

- Attested copy of marksheet
- Attested copies of fee receipt of new admission
- Original bonafied certificate from the institution in the format prescribed by FA&CAO, MbPT.

The consolidated list of requests of all the employees in the format prescribed by FA&CAO is forwarded to FA&CAO along with the applications and attested documents.

The decision of Scholarship Committee regarding the award of scholarship is intimated to the employees and scholarship is paid to the eligible employees through their monthly salary.

**7. Continuous Scholarship**

Continuous scholarship is granted to those ward of MbPT employees who had submitted fresh scholarship application and subsequently passed each examination in previous academic year.

As desired by the FA&CAO, following documents are required to forward to FA&CAO :

- (i) Attested copy of marksheet of previous year.
- (ii) Attested copy of fee receipt of current year.

The final list of all employees is forwarded to FA&CAO after the completion of data entry in the system and comparing all received data with the print out.

**8. Unutilised Leave :**

On receipt of P.V. Report in respect of employees retired, Voluntary Retirement Scheme, Expired, SVRS, Details of P.V. Report are entered in the computer programme. Necessary printouts are being forwarded to FA&CAO.

**Tuition Fee :**

Tuition fees is reimbursed in respect of two children of employees.

To claim reimbursement of Tuition Fee, employee has to submit original fee receipt with the form attached to the circular which is forwarded to the FA&FAO paysheet part-wise for the purpose of payment (ECS).

**9. Monthly Overtime Statement :**

A comparative statement of overtime expenditure incurred for the current month in comparison to the overtime expenditure in the corresponding month of the previous year is prepared on the basis of reports received from various offices for the category of Class III and Class IV employees, Shore Workers, Vessel Agent and OBL employees. The statement is submitted to Traffic Manager through Dy. Docks Manager (Gen.) for information every month.

(A) Monthly statements

- (i) On Muster Employees – On the basis of report from Leave Section, Establishment, a statement of On Muster Employees is forwarded to FA&CAO every month.
- (ii) Mandays lost – On the basis of report received from Labour Administration office, a statement is forwarded to CP&IRM every month.
- (iii) A report is sent to CWO of indoor staff, establishment regarding strike, stoppage of work.

(B) Quarterly Report

- (i) At times of strike, union call etc., quarterly statement of all employees received from various offices is prepared about mandays lost and forwarded to CWO and CP&IRM.
- (ii) If strike call is given by Clearing Agents/Transporters, a report of the same received from various offices is prepared and sent to CP&IRM.
- (iii) SC/ST Report – Statements are received from Leave Section, Estt., A.M. Labour (Admn.) and Leave Section, Hamallage. A report is prepared and forwarded to Asstt. Secretary.
- (iv) Performance Report – Again reports from other offices are received. Based on them, a statement is prepared and sent to Manager (SOM).
- (v) Staff Strength – On the report received from Leave Section, Estt., quarterly report of staff strength is forwarded to Asstt. Secretary.

(C) Half Yearly

Information regarding vacancy position and benefit of training – Reports are called from Asstt. Manager, Staff Office, AOS, Leave Section and Asstt. Manager Labour (Admn.) and then these reports are forwarded to Paysheet Section for further details regarding salary/ wages and encashment. Final report is prepared after getting report from Paysheet Section. It is intimated to Dy. Manager, OBL to send report directly to Asstt. Secretary directly under intimation to Head Office.

(D) Yearly Reports

- (i) Appointment of persons with physical disability – After receiving letter from Asstt. Secretary, reports are called from all offices to send the same to Asstt. Secretary.
- (ii) Yearly SC/ST report.
- (iii) Appointment of non-Indians.

10. **Salary attachment order from Special Recovery & Sales Officer :**

After receipt of attachment on salary by the Special Recovery & Sales Officer,

- (i) check whether Recovery Award from Dy. Registrar, Co-op. Societies, Government of Maharashtra is attached to the letter;
- (ii) check from the system whether the employee's name is appearing therein or not, forward the papers to the particular section/department after getting order from Asstt. Manager (Estt.);
- (iii) if requisitions are received under Section 49 of Maharashtra Co-op. Societies Act, 1960, may be properly scrutinized and deduction towards repayment of installments of loan may be commenced subject to the fulfillment of conditions as per FA&CAO's circular dated 28.9.1984;
- (iv) if any one of condition is not fulfilled, the reply is issued to the bank informing that deduction is not possible due to the absence of required documents;
- (v) if the requisitions received from the bank or under Section 49 found to be in order, submit the papers to Asstt. Manager (Estt.) for getting order to issue notice to the concerned employee asking him to arrange for the settlement of bank dues, failing which disciplinary action will be taken;
- (vi) after 15 days of acknowledgement of employee, deduction order should be submitted to DMG through AM(E);
- (vii) while issuing deductions order, it is necessary to check whether the employee's take-home pay is 25% of gross salary after deductions of new attachment and if it is not possible, then apply 60 Civil Procedure Code in which all deductions except PF contribution, Professional Tax and Income Tax, Rs.1000/- and old bank attachment



are kept aside and 25% of gross salary is also deducted from balance amount; and

- (viii) after getting DMG's order, zerox copies of deduction order, SRO's order and Recovery award are forwarded to paysheet section informing to start deduction from the salary of employee till further intimation/confirmation letter from SRO.

#### **11. Issuance of New/Duplicate Smart card**

Requests for issuance of new/duplicate smart card in case of change of designation due to promotion or loss of smart card are processed, verified and forwarded to Asstt. Manager, Permit Section.

In case of loss of smart card, the employee is required to submit the application in the prescribed format (exb. G – 7) along with a copy of police complaint for loss of smart card which was issued earlier.

The employee is charged Rs.150/- at permit section for duplicate smart card in case of loss of smart card.

In case of change of designation due to promotion, the employee is required to submit the application along with documents:

On verification of service details of the employee with the application, it is forwarded to the office of Asstt. Manager, Permit Section. In this case the employees is required to submit his old smart card at the office of Asstt. Manager, Permit Section against the issuance of new smart card with changed designation.

Copy of above records is maintained at General Section and another copy is forwarded to Leave Section of Establishment branch for taking note in the service record.

#### **12. Reimbursement of cost of spectacle**

Requests for reimbursement of spectacle bills from employees and ex-employees are processed in the light of Chief Welfare officer's circular No. CWO/CCF/ Medicare/4020 dated 24.11.2004.(Exb. G – 8). Under this scheme, employees and ex-employees are granted reimbursement of expenses on spectacles, not exceeding Rs.1000/-.

For this, the employee should submit duly filled prescribed application form in duplicate along with the prescription by an Ophthalmologist and spectacle bill duly signed by the shop owner. After verification, the same is forwarded to the Chief Welfare Officer for reimbursement of the spectacles bill. The employee is required to claim for reimbursement of spectacle bill within 2 months of the prescription. The employees are eligible for reimbursement once in 2 years.

#### **13. Medical Aid Registration of Employee's family members**

Requests in the prescribed application form (No. G 127/F) (exb. G – 9 ) along with supporting documents for addition or deletion of names of family members of the employees in their Medical Aid Registration Card are processed, verified and forwarded to Chief Medical Officer's Department.

- (a) **Addition of names of family members**

In case of addition of names of father/mother, the employee should submit the prescribed application form (No. G 127/F) along with attested copies of ration card with father/mother's name entered in it along with a copy of affidavit stating that the employee's parents are not getting any medical facilities either from their employer or from any other child and a declaration that his/her parents are fully dependent on him/her and they do not have any other source of income.

In case of addition of name of wife/husband, the employee should submit the prescribed application form (No. G 127/F) along with attested copies of marriage certificate, ration card with spouse name entered in it and a declaration that the spouse, if working, is not getting any medical benefits from his/her employer.

In case of addition of name of child, the employee should submit the prescribed application form (No. G 127/F) along with attested copies of birth certificate of child, ration card with child's name entered in it and if the child is adult, a declaration that the child is not employed anywhere and is not married and is fully dependent on the employee.

**(b) Deletion of names of family members:**

The requests in the prescribed application form (No. G 127/F) along with supporting documents for deletion of names of family members of the employee are verified and processed and forwarded to Chief Medical Officer's Department.

Some of the reasons for deletion of names of family members of the employee are mentioned below:

- (i) Marriage of the son/daughter of the employee
- (ii) If a family member of the employee is getting medical facilities from his/her employer
- (iii) Death of a family member of the employee

**(i) Change of dispensary**

Requests in the prescribed form (No. G 127/F) for changing the dispensary are verified, processed and forwarded to the Chief Medical Officer's Department.

**14. Issuance of Duplicate Medical Aid Registration Card**

Requests for issuance of Duplicate Medical Aid Registration Family Card, in the prescribed format (Exb. G-10), when it is lost or spoiled, are verified, processed and forwarded to Chief Medical Officer's Department, on payment of fees of Rs.5/- at the Cash Office, FA&CAO. When Medical Aid Registration Family Card is lost by the employee, he should submit the request in prescribed format along with a police complaint.

**15. Medical Aid Registration of Ex-employee and spouse:**

The retired employee can register name of his/her spouse (if, unemployed), along with his name under Port Trust Retired Employees Registration Scheme for medical aid. He/she should submit the duly filled prescribed application format No. (G 184 F) in duplicate along with 3 attested latest photographs of his/her spouse and himself/herself. After verification, the request is processed and is forwarded to Chief Medical Officer's Department, for further action along with the receipt of payment of registration fees.

The registration fee is Rs.1200/- for class I ex-employees, Rs.900/- for class II ex-employees, Rs.600/- for class III ex-employees and Rs.300/- for class IV ex-employees.

If the ex-employee stays outside the limits of the Municipal Corpn. of Greater Mumbai and does not want to avail the outdoor medical facility at MbPT dispensary and Hospital, he can avail the option of getting Rs.150/- per month as a medical allowance in lieu of outdoor medical facilities after making an application in prescribed format. This application is forwarded to CMO's office after verification.

#### **16. Port Trust Staff Quarters**

Port Trust Staff Quarters allotment letters issued by Chief Welfare Officer to the employees are received in this office and are forwarded to the concerned employees/officers. Also Port Trust Staff Quarters occupation/vacation/shifting letters issued by Chief Welfare Officer are received and copies of these letters are forwarded to paysheet section, Estt. Branch, leave section, Estt. Branch and Hamallage office for recording in the Service Sheets of the employees.

#### **17. Disciplinary Matter Section**

Two Senior Assistants and one TCCC deal with the work of this section.

Various steps involved while taking disciplinary action against the employee are enumerated below:

- Receipt of report regarding misconduct committed by the employee with the orders of Disciplinary authority.
- Calling service details of the concerned employee from Leave Section, Estt. Branch.
- Details with the misconduct committed and penalty to be imposed are submitted to the disciplinary authority.
- With orders of disciplinary authority, issuing of show cause memo to the concerned employee, asking for his explanation within stipulated period.
- Submission of explanation received from employee, to the disciplinary authority for orders regarding penalty to be imposed.
- Serving the penalty order (in case of minor penalty) on the concerned employee.
- Serving of charge sheet memo along with statement of imputation of misconduct in support of the charges to be sustained against employee (in case of major

penalty), asking the employee to submit his statement of defence.

- Submission of Statement of defence (which is received from the employee) to disciplinary authority for orders.
- As per the orders of the disciplinary authority, if enquiry is to be held, submission of details for appointment of Enquiry Officer and Presenting Officer.
- Conveying the orders of the disciplinary authority regarding the conduction of enquiry and appointment of Enquiry Officer and Presenting Officer to the concerned employee and appointed Enquiry Officer and Presenting Officer.
- Submission of departmental enquiry Report from Presenting Officer and findings of Enquiry Officer (on conclusion of departmental enquiry) to disciplinary authority.
- With the orders of the disciplinary authority, issuing show cause memo to the employee to explain why the proposed penalty should not be imposed on him in view of establishment of misconduct charges against him.
- Submission of the explanation of the employee to the disciplinary authority.
- Confirming the penalty as per the orders of the disciplinary authority to the employee.
- Submission of appeal/review petition with detail report to the concerned authorities.
- Submission of para-wise comments on the writ petition to the CLO&A.
- furnishing vigilance clearance for DPC, retiring employee for passport for going abroad etc.

## **Statements prepared by Disciplinary Matter Section**

### **Monthly**

(A) Power Point Statement (Exb. G – 13 (A))

Combined statement of departmental enquiries pending for more than One year from the date of charge sheet, of Establishment Branch, Hamallage office, OBL and Chief Security Officer's department in the prescribed format, as on 10<sup>th</sup> day of every month signed by Deputy Docks Manager, General is forwarded to Office Supdt., TM's Office.

(B) Details of Suspension, major/minor penalty cases (Exb. G – 13 (B))

Updated position of suspension cases, vigilance cases (major/minor) and non-vigilance cases (major/minor), as on the last day of the month in the form of annexures A, B, & C in the register maintained by this section is forwarded to Chief Vigilance Officer's department for information.

## Quarterly

- (A) Pending Departmental Enquires: Three statements of Establishment Branch, Hamallage office & OBL under the covering letter of Deputy Docks Manager, General is forwarded to the department of Manager (SOM). (exb. G-13(a)).
- (B) Statements of employees placed under suspension: Combined statement of Establishment Branch, Hamallage office & OBL under the covering letter of Deputy Docks Manager, General is forwarded to the department of Manager (SOM). (exb. G-13(b)).
- (C) Quarterly statistical Return under the covering letter of Deputy Docks Manager, General is forwarded to Chief Vigilance Officer's department. (exb. G-13(c)).

### 18. Request for settlement of Terminal Dues of retiring employee

- (i) After receipt of retirement notice from Leave Section, Estt. Branch/ Hamallage Office, three months prior to the date of retirement, employees approach General Section, Estt. Branch for completing all the formalities for settlement of their terminal dues such as pension, provident fund, gratuity, etc.
- (ii) Various documents which are required to be filled up at the time of retirement by an employee for getting his pension and gratuity are enumerated below:
  - (a) Form 'F' (G 113 F) : Application for pension and gratuity or  
(in duplicate) death cum retirement gratuity
  - (b) Form 'E' (in : Formal application for pension  
triplicate)
  - (c) Form 'A' (in : Nominations for gratuity, arrears of  
triplicate) pension, arrears of commuted value of  
pension, statement of family members  
with relation, age, specimen signature  
of employee and his spouse.
  - (d) Mandate form For pension payment through ECS.
  - (e) Four joint Photographs of employee
  - (f) PF slip copy, MAR card copy
  - (g) Age proof of the claimants along with photograph.

Collectively (Exb.G-14(i))

Various steps involved while processing pension and gratuity/death cum retirement gratuity (DCRG) of an employee are enumerated below:

- (i) The Service particulars and Leave details of the employee are obtained from leave section, Estt. Branch/Hamallage.

- (ii) Vigilance clearance is obtained from Departmental Vigilance Officer.
- (iii) All the filled up forms along with photographs and vigilance clearance are forwarded to Pension Branch of FA&CAO for processing and payment of pension and Gratuity/DCRG.
- (iv) Intimation memo regarding amount of original pension, commuted value of pension and gratuity to be paid to the retiring employee through ECS/cheque is collected from the pension branch, FA&CAO, on the retirement date of the retiring employee and is handed over to him on the same date alongwith the pension book.
- (vi) Pension after retirement is credited to the account of retired employee of deceased employee through ECS by Pension Branch, FA&CAO.

### **Request for settlement of Terminal Dues of deceased employee**

- (i) In case of death of an employee during service, when the intimation regarding death is received from his relatives, the legal heirs of the deceased employee are called to this office to collect all the prescribed formats for payment of family pension, death-cum-retirement gratuity.
- (ii) Various documents which are required to be filled up and attested from S.E.O./Sarpanch of Grampanchayat/Gazetted Officers,etc. by the legal heirs of deceased employee for getting his family pension, death-cum-retirement gratuity are enumerated below:
  - (a) Original and attested copy of death certificate.
  - (b) Form 'F' (G 113 F) application for pension and gratuity or death cum retirement gratuity (in duplicate)
  - (d) Form 'L' particulars of “family” of the deceased employee on the date of his death alongwith –
    - (i) certificate of death and heirship signed by S.E.O. (Special Executive Officer) appointed by Government or by Sarpanch of Grampanchayat, etc.  
.....Format No. G 50 F
    - (ii) Declaration from the spouse of the deceased employee regarding employment for grant of periodical relief on pension.
    - (iii) Consent letter from dependents of deceased employee for payment of pension and death cum

retirement gratuity to the legal heir of deceased employee.

- (iv) Specimen signatures or finger impressions of illiterate legal heir of deceased employee.
  - (v) Height and identification marks of legal heir of deceased employee.
  - (vi) List of dependents of deceased employee.
  - (vii) Declaration by pensioner regarding employment and marital status.
- (5) Mandate form : for pension payment through ECS.
- (6) Attested copies of ration card, medical aid registration card, identity card of employee, identity card issued by Election Commissioner, birth certificate of minor child (xerox copy of PF slip/pay slip).

Collectively (Exb.G-14(ii))

Various steps involved while processing pension and gratuity/death cum retirement gratuity (DCRG) of an employee/deceased employee are enumerated below:

- (i) The Service particulars and Leave details of the deceased employee are obtained from leave section, Estt. Branch/Hamallage.
- (ii) Vigilance clearance is obtained from Departmental Vigilance Officer.
- (iii) All the filled up forms along with photographs and vigilance clearance are forwarded to Pension Branch of FA&CAO for processing and payment of family pension and DCRG.
- (iv) On receipt of intimation memo regarding amount of original family pension and DCRG to be paid to the legal heir of deceased employee, identification memo is issued to the legal heir of the deceased employee for collecting the pension book/cheque for, accrued value of pension and DCRG from Cash Office of FA&CAO.
- (v) Family pension is credited to the account of legal heir of deceased employee through ECS by Pension Branch, FA&CAO.
- (vi) Forwarding of applications received from legal heirs of deceased employee for waiver of Rs.30,000 from housing loan under CCF Regulations.

## **19. Prohibitory Orders**

Prohibitory orders are received from the High Court and City Civil Court through FA&CAO. The employee is intimated and directed to settle the matter. If the employee fails to report with any developments within 15 days Paysheet Section of Estt./Hamallage is requested to recover the amount as directed in Prohibitory order under Section 60 of Code of Civil Procedure. The recovery is done through monthly instalments or through arrears. The Court is informed accordingly. The amount recovered through paysheet is remitted to the Court by FA&CAO.

## **20. Forwarding of Summons received from the court and other investigating agencies.**

Summons received from the court/various government investigating agencies are forwarded to the concerned employees under proper acknowledgment. The acknowledgment received is forwarded to the issuing authority of summons.

## **21. P. F. nomination/change of P. F. nomination**

Requests from the employee for nominating/changing the nominee / nominees are accepted in the prescribed format no. G 8 F/2. (G – 17).

Such requests are forwarded to FA&CAO and Leave Section, Estt. Branch/ Hamallage for taking proper note.

## **22. Computer loan**

Application for an advance for purchase of personal computer, along with cyclostyled prescribed format Exhibit ((G – 18))and format of undertaking is processed by General Section.

Various documents required to be attached with application are given below:

- (i) Zerox copy of payment slip
- (ii) Zerox copy of P. F. Slip
- (iii) Quotation

Steps involved in processing application for an advance for purchase of personal computer are enumerated below:

- (i) Obtain service particulars of employee from Leave Section, Estt. Branch/Hamallage.
- (ii) Obtain Vigilance clearance from Incharge, Vigilance Section, Estt. Branch/ Hamallage.
- (iii) Details are submitted to the Traffic Manager as per the guidelines for sanction advance.
- (iv) Forwardal of application along with supporting documents and sanction of the Traffic Manager to FA&CAO and for subsequent payment through ECS to the employee.



Advance for the purchase of personal computer is granted to the employee at the interest rate of 11.5% annually (as per FA&CAO's guidelines updated every year).

A copy of intimation memo regarding no. of monthly installments and amount of monthly installments to be recovered through the monthly salary of the employee which is received from FA&CAO is handed over to the employee and Leave section, Estt. Branch/Hamallage and Paysheet Section, Estt. Branch are informed suitably for taking note in his Service sheet and recovery through monthly salary.

The employee is required to submit the proper receipt of purchase of personal computer within a month from the date of receipt of amount.

### **23. Provident Fund Settlement**

Various documents which are required to be submitted, after getting attested from S.E.O./Sarpanch of Grampanchayat/Gazetted Officers,etc, along with written request for getting provident fund, by the legal heirs/nominee of deceased employee are enumerated below:

- (i) Original and attested copy of death registration certificate.
- (ii) Certificate of death and heirship ..... Format No. D 1403
- (iii) No will declaration
- (iv) Consent letter
- (v) Indemnity Bond on Stamp Paper of Rs. 200/-
- (vi) Request in prescribed format, if the retiring employee intends to leave, the full/part amount of his provident fund, as a deposit for a fixed period of 5 years at his credit on the date of his final retirement in the light of Rule 21 (2) of Mumbai Port Trust Provident Fund Rule.
- (vii) MAR card, PF slip, Ration Card or Election card issued by Election Commissioner, Marriage Certificate, copy of Identity Card of employee, birth date certificate of legal heir (if he/she is minor) etc.

Various steps involved while processing provident fund for the retiring employee/the legal heirs of deceased employee are enumerated below:

- (i) Service and paysheet details of retiring employee/the deceased employee are obtained from Leave Section Estt. Branch/Hamallage and paysheet section respectively.
- (ii) Claim/Clearance certificate for settlement of provident fund is obtained from the Mumbai Bunder Vishavastha Karmachari Sahakari Pathpedhi Maryadit & Mumbai Dock Workers' Co-op. Credit Society Ltd.
- (iii) In all cases of employee, vigilance clearance is obtained from Departmental Vigilance Officer.

- (iv) Provident Fund settlement form (Form No. G 55 F) is prepared and forwarded to FA & CAO along with all supporting documents. [(Exhibit (G – 19))].
- (v) On receipt of intimation memo from FA & CAO regarding amount of provident fund to be paid to the retiring employee/legal heir (or nominee) of deceased employee, identification memo is issued to the retiring employee/legal heir (or nominee) of the deceased employee for collecting the cheque for provident fund from Cash Office of Hamallage/FA & CAO respectively.

#### **24. Provident Fund (PF) Advance**

PF Advance (Refundable/Non Refundable) is granted for marriage ceremony, thread ceremony, death anniversary, medical purpose, education beyond HSC, etc. Application for the same has to be submitted in the prescribed format G 7 F to FA&CAO alongwith supporting documents are verified and processed in the light of rules of Provident Fund.

PF Advance (Refundable/Non Refundable) is granted for construction purpose/repairs and renovation of house/flat, repayment of housing loan. Application for the same has to be submitted in the prescribed format D 1336 F, alongwith supporting documents are verified and processed in the light of rules of Provident Fund and forwarded to FA&CAO for payment.

PF Advance may be granted, at his discretion by the sanctioning authority for following purpose :

- (a) To meet the expenses incurred or to be incurred by an employee or any member of his family actually dependent on him on (i) overseas passage for reasons of health or education (ii) Education outside India whether in an academic, technical, professional or vocational course and (iii) medical, engineering and other technical courses in India beyond high school stage, provided that the course of study is of not less than three years duration.
- (b) To defray the expenses incurred or to be incurred by an employee or any member of his family actually dependent on him, in connection with duly certified illness.
- (c) To purchase or build a suitable house within the Indian union.
- (d) To pay obligatory expenses on scale appropriate to the employee's status, in connection with marriages, funerals or ceremonies which by his religion, it is incombant on him to perform.

The sanctioning authority at his discretion, may permit an employee who has completed fifteen years of service or who is due to retire within next ten years on account of superannuation, whichever is earlier, non refundable PF Advance for the purpose of building or acquiring a suitable house including the cost of site or reconstructing and making additions or alterations to a house already owned or acquired by an employee.

For such withdrawals, the house is required to be situated within the limit of Municipal of Greater Bombay or at the intended place of residence of the employee after retirement.

The sanctioning authority at his discretion may permit non refundable PF advance to an

employee who has completed twenty years of service or who is due to retire within next ten years on account of superannuation, whichever is earlier, for meeting expenditure incurred on betrothal/marriage of the employee or his sons/daughters/any other female relation actually dependent on him.

In case of PF Advance for betrothal/marriage,

Undertaking from employee regarding submission of certificate within one month from the date of betrothal/marriage and if the employee is on leave on the date of betrothal/marriage, within one month from the date of return of leave. In case of failure to furnish the certificates, if the amount is utilised other than the betrothal/marriage, the entire amount will be recovered forthwith from him in one lump sum for being credited to PF.

Various steps involved while processing the request for grant of PF Advance (refundable/non refundable) are enumerated below:

- (i) Service details along with previous PF advances granted if any and salary details of employee are obtained from Leave section, Estt. Branch/Hamallage and Paysheet Section, Estt. Branch and processed for sanction of competent authority by General section.
- (ii) Processed application along with supporting document submitted by the employee for availing P.F. advance for the specific reason are forwarded to FA&CAO for audit.
- (iii) On receipt of intimation from FA&CAO, applicant is informed regarding sanction of P.F. Advance.
- (iv) In case of refundable advance, Paysheet Section is informed and for non-refundable advance, only Leave Section, Estt. Branch/Hamallage is informed.
- (v) Entry of each sanction case – Refundable/Non-refundable is made in computer.
- (vi) A register is maintained in the office with details of name of the employee, resignation, amount of Rs. applied and admissible, Reason, Type of Advance, Date of receiving, Date of Submission to A/M/DMG, Date of forwarding to FA&CAO, FA&CAO's Ref. No. and ECS Date during the financial year.

Applications received from the employee to convert refundable PF Advance to Non-refundable PF Advance alongwith supporting documents are verified and after recommendations of the Authority forwarded to FA&CAO for sanction.

Identification Memo is issued to the employee for collection of cheque from FA&CAO's Cash Office, if PF Advance amount is not credited to the ECS Bank A/c. of the employee.

## **25. Grant of Advance for building or purchase of House**

### **Housing Loan**

An employee who has rendered 5 years of continuous service with Mumbai Port Trust is eligible to apply for grant of advance for constructing a house at native place or for purchasing a

flat/tenement on ownership basis in a multi storeyed building.

The duly filled in application for grant of individual advance for constructing a house at native place (housing loan) i.e. Form No. III (Exhibit (G-21)), is received from employee along with following documents :

- (i) Wage slip.
- (ii) P. F. Slip in original.
- (iii) NOC from MBPT Employees co-op. Credit Society, if any.
- (iv) Receipts for the payment made to Contractor in original with zerox copies.
- (v) 7/12 Extract and Tax Receipt (Original).

**DULY CERTIFIED BY ADVOCATE**

- (vi) Sale Deed (Original and three copies).
- (vii) Comprehensive report from a reputed lawyer showing that the title to the property is clear, marketable and free from encumbrances (three copies).

No Objection Certificate from the Local Authority for constructing the house (three copies).

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**DULY CERTIFIED BY ARCHITECT**

- (viii) Building Plan in the blue print (three copies).

**DULY APPROVED BY THE LOCAL AUTHORITY** and certified by the Architect.

- (ix) Estimate from a qualified Architect/Licensed Engineer (three copies).
- (x) Certificate from Architect/Licensed Engineer regarding expected life of the building (three copies) in prescribed Port Trust Format as per Specimen 'F'.
- (xi) Site Plan showing boundaries and names of the surrounding plot-holders with Survey Numbers of these plots in conformity with the certificate issued by the Local Authority and **DULY CERTIFIED BY THE ARCHITECT** (three copies in blue print).
- (xii) Certificate issued by the Local Authority in respect of boundaries.
- (xiii) Attested copy of Architect's Valid Registration Certificate.

The duly filled in application for grant of advance for purchasing a flat or tenement on ownership basis in multistoreyed building i.e. Form No. III, is received from employee along with following documents :

- (i) Wage slip
- (ii) P. F. Slip in original
- (iii) NOC from MBPT Employees co-op. Credit Society, if any
- (iv) Mortgage NOC on Builder's letter head as per Specimen 'D'
- (v) Registration Receipt in original.
- (vi) Receipts for payment made to builder in original with xerox copies.

**DULY CERTIFIED BY ARCHITECT**

- (vii) Non-agricultural Certificate from Collector/S.D.O./Sr. Tahsildar.
- (viii) NOC of Urban land Ceiling Certificate from Competent Authority.
- (ix) Valuation Certificate from Architect/Licensed Engineer for estimated cost and expected life in prescribed Port Trust Format as per Specimen 'F'.
- (x) Attested Copy of Architect's Valid Registration Certificate.
- (xi) Copy of site Plan and typical floor plan approved by Local authority.
- (xii) Letter from the architect/Licensed Engineer, indicating the stage of completion of the Building.
- (xiii) Commencement certificate from the Local Authority.

**DULY CERTIFIED BY ADVOCATE**

- (xiv) 7/12 Extract/Property Registration Card/Index II.
- (xv) Advocate's Comprehensive Search Report alongwith Certificate for clear, marketable and encumbrance free title.
- (xvi) Agreement between the Employee & Builder.
- (xvii) Copy of Agreement between original land owner and Builder/Agreement for development/Agreement for development-cum-sale/General irrevocable Power of Attorney.
- (xviii) Copy of Conveyance Deed duly registered (if available readily)
- (xix) Copy of Partnership Deed/Company Registration Certificate.

**DULY CERTIFIED BY CHAIRMAN OR SECRETARY OF THE  
A SOCIETY HAS ALREADY BEEN FORMED**

**SOCIETY IF**

- (xx) Society Registration Certificate.
- (xxi) Share Certificate.
- (xxii) Mortgage NOC on society's letter head

(xxiii) General Body resolution in Transfer Form/Allotment Letter.

(Collectively Exb. G – 21)

Note : Where xerox copies of the documents are given they should be got attested by Notary or Gazetted Officer.

Above application alongwith documents are scrutinised by general section. Details furnished by the employee are confirmed from Leave Section Estt. Branch/ Hamallage. Vigilance clearance of the employee is obtained from In-charge Vigilance Section Estt. Branch/ Hamallage and processed application is forwarded to FA & CAO's housing loan branch for further action. Thereafter on receipt of Intimation regarding sanction of Housing Loan by competent authority, from FA & CAO, Identification memo is issued to the employee, for collection of cheque from FA & CAO's Cash Office.

Leave Section Estt. Branch/Hamallage and Paysheet section Estt. Branch are informed suitably so that proper note is taken in the service sheet of the employee and deduction of monthly installment against the Housing Advance sanction is started through monthly salary of the employee.

The advance granted together with accrued interest thereon is required to be repaid by the employee in full by monthly installments within a period not exceeding 20 years. Firstly, the recovery of advance shall be made in not more than 180 installments and interest accrued thereon shall be recovered in not more than 60 installments.

An Alphabetical Register is maintained year-wise whose application is forwarded to FA&CAO's Housing Loan Branch. Note of each letter received from Housing Loan Branch i.e. sanction of loan amount, date of commencement of deduction of instalment, housing loan fully repaid etc. to be taken against employee's name in year-wise Register.

Applications received from employee for various reasons i.e. for refund of excess instalment recovered, refund of excess penal interest, balance amount of housing loan, to get original documents etc. to be forwarded to FA&CAO's Housing Loan Branch for further necessary action.

## **26      Employment Tax**

In the light of the Asstt. Commissioner of Sales Tax Maharashtra state Trade circular No. PFT – 1095/Adm – 7/87/B – 1109 dtd. 6.11.96 and Maharashtra State Tax on Professions, Trades, calling Employment Tax Act. 1975, (exb. G – 22 )the Physically handicapped person and guardian of physically handicapped child, with total disability in one or both hands or legs, spastics, totally dumb or deaf persons or totally blind persons is exempted from payment of Employment Tax.

Handwritten application from the employee alongwith certificate issued by the Port Trust Medical Officer and Government Hospital for specific disability is submitted to the Traffic Manager for his approval for exemption from payment of Employment Tax through Dy. Docks Manager (Gen). A copy of Traffic Manager's approval is forwarded to Leave Section, Estt. Branch/Hamallage for noting in service sheet of the employee and Paysheet Section, Estt. Branch for stopping deduction of employment tax from monthly salary of the employee under intimation to

FA&CAO.

**27. NOC for Passport**

The request in the cyclostyled prescribed format for issuance of No Objection Certificate for getting Passport/Renewal of Passport, of an employee is processed by General Section, Estt. Branch.

Steps involved while issuing NOC for Passport/Renewal of Passport by General Section are enumerated below :

- (i) Obtaining Leave /Service particulars of the employee from Leave Section Estt. Branch.
- (ii) Obtaining Vigilance Clearance from In-Charge Vigilance Section Estt. Branch/Hamallage and NOC issued by Departmental Vigilance Officer in case of Class III and Class IV employees. Obtaining Vigilance Clearance from Chief Vigilance Officers Department in case of Class I Officers.
- (iii) Submission of above details to Dy. Docks Manager (Gen) for issuance of NOC for Passport /Renewal of Passport to the employee.
- (iv) Issue of NOC for Passport/ Renewal of Passport to the employee (Exb. G-23)

**28. Funeral Expenses**

Request along with proof of death of an employee, from the relative of the deceased employee is processed for payment of funeral expenses for the sanction of Dy. Docks Manager, General, immediately and thereafter it is forwarded to Asstt. Cashier, OSC for payment.

**29. Training**

Port Management Training Centre prepares a schedule of various training programmes regarding the number of employees to be trained, duration of each training programme and number of sessions of each training programme to be conducted, in consultation with all the departments.

Accordingly nominations for the various training programmes from indoor staff are prepared and send to Port Management Training Centre, under intimation to the concerned employees and their respective offices so that they can be relieved for the training programme.

**30. Reimbursement of Electricity Charges**

Request received in cyclostyle prescribed format for reimbursement of initial 100 units or actual consumption whichever is lower from the employees staying in MbPT Quarters alongwith original and attested xerox copy of electricity bill are processed after confirming the service details of the employees from Leave Section, Esstt. Branch/Hamallage and are forwarded to FA & CAO for audit and subsequent payment as admissible under T. R. No. 367 of 1995 (Exb. G – 26) through monthly salary of the employee.

**31. Granting of time off to employees to attend meeting of Managing Committee/General Committee of Union.**

A copy forwarded to Secretary, MbPT by Union is received by this office. The permission for the same is given by Secretary and is intimated to Union office. Based on Secretary's permission, members are given permission for time off by sanction of A/M and DMG and sent to respective section.

**32. Feeding of attendance, monthly attendance, etc.**

The attendance of employees working in Establishment Branch is fed regularly in the computer. The CL and long leave are also fed regularly. After the end of month, a monthly attendance report is submitted to DMG for condonation (if any) of late attendance.

**33. Changing of recess hours during night shift in the month of Ramzan.**

The night shift recess hours is adjusted as per the sighting of the moon in consultation with Muslim calendar and sanctioned by DMG. The copies are sent to all departments, Unions and Stevedoring agents.

**List of documents exhibited in working manual of Docks Department, Establishment Branch**

**1. General Section.**

<b>Sr. No.</b>	<b>Subject</b>	<b>Exhibit No.</b>
1.	Personnel Officer's circular No.L/GEE-G/2114 dated 12.6.1989	G - 1
2.	Preferential employment	G - 2
3.	Change of Recorded Date of Birth	G - 3
4.	Change of Recorded name	----
5.	Education loan	G - 4
6.	Communication of circulars of other departments to various section of Dock Department	----
7.	Scholarship	G - 5
8.	Issue of New/Duplicate smart card	G - 7
9.	Reimbursement of cost of spectacle	G - 8
10.	Medical Aid Registration of Employees family members	G - 9
11.	Issuance of Duplicate Medical Aid Registration Card	G - 10
12.	Medical Aid Registration of Ex - Employee and spouse	----
13.	Port Trust staff quarters	----
14.	Disciplinary matter section	----
15.	Monthly Power Point statement	G - 13 A
16.	Details of suspension major/minor penalty	G - 13 B
17.	Pending departmental enquiries	G - 13 (a)
18.	Statement of employees under suspension	G - 13 (b)
19.	Quarterly statistical return to Chief Vigilance Officer	G - 13 (c)
20.	Request for settlement of Terminal Dues of retiring employee/deceased employee	Collectively G - 14(i)
21.	Application for Medical Aid Registration	Collectively G - 14(ii)
22.	Prohibitory Orders	----
23.	Forwarding summons received from the court and other Investigating agencies	----



24.	PF Nomination / change of PF Nomination	G – 17
25.	Computer Loan	G – 18
26.	Provident fund settlement	-----
27.	Provident fund (PF) Advance	G7F, G – 20(i) D-1336F G – 20(ii)
28.	Grant of Advance for building or purchase of housing loan	G - 21
29.	Employment Tax	-----
30.	NOC for Passport	G – 23
31.	Funeral Expenses	-----
32.	Training	-----
33.	Reimbursement of Electricity charges	G - 26

### PAYSHEET SECTION

Monthly paysheet of Officers, all class III and class IV indoor and outdoor employees excluding Shore Workers and OBL employees of Docks Department is prepared by Paysheet Section as per pay fixation in terms of Wage Revision Agreement (Exb. P-1). One Asstt. Office Supdt., 3 Jr. Asstts. and 6 TCCCs are posted in Paysheet Section.

All the abovementioned employees' paysheets are divided into various parts as mentioned below :

Sr. No.	Paysheet Part	Employees
i	I	Officers of Docks
ii	II	All Class III and Class IV employees.
iii	IV	Valuers, Labour Inspectors, Labour Supervisors , Sanitary Inspectors and sanitary supervisors
iv	V	Shed Supdt.
v	VI	Shed Supdts. and Asstt. Shed Supdts
vi	VII	Asstt. Shed Supdts and Clerk Gr. I
vii	VIII	Clerk Gr. I & Clerk Gr. II
viii	IX	Clerk Gr. II
ix	X	Tally Clerks and sorters
x	XV	Messengers Gr. I, Messenger Gr. II, M.P. Mazdoors, Water Supply Lascar, Motor Lorry Drivers Sr & Jr., Markers, Carpenters(HWS), Asstt. Carpenters, Asstt. Sail Makers, Fitters,
xi	XVI	Scavenger Muccadam, Safaiwala Mucadam, Scavenger, Safaiwala, Bhisty, Rat catcher, Super field Workers
xii	XXI XXII	Officers of OBL OBL employees deputed to Docks Department
MP1		Employees under Non-pension Scheme (appointed after 1.1.2004) Scavenger, Safaiwala.
MP2		Employees under Non-pension Scheme (appointed after

Sr. No.	Paysheet Part	Employees
		1.1.2004) Tally Clerks.
MP3		Employees under Non-pension Scheme (appointed after 1.1.2004) TCCC
xiii	SG (Subsistence Grant )	Suspended employees

At the start of the month once House keeping in the computer memory is done by Core group of FA & CAO Department, data entry regarding various types of deductions allowances, overtimes, increments, advances, savings done by the employees etc. of above referred employees is started by the staff posted at Paysheet Section into the concerned paysheet parts which is continued till maximum 18<sup>th</sup> day of every month.

Data entry regarding encashment of Earned Leave of employees is done till 15<sup>th</sup> day of every month.

Simultaneously Leave section of Establishment Branch which checks for No Leave Application (NOLA), in case of absenteeism of above employees processes the attendance till 8<sup>th</sup> day of every month, on computer and this data is compiled in Leave module on computer by 16<sup>th</sup> day of month and hard copy is handed over to Paysheet Section by Leave Section.

Checklists are printed for earnings (increments, honorarium to officers, festival advances, arrears ), deductions, overtime and encashment and checked for the data entry by concerned Paysheet part clerk and correction if any are made, from 18<sup>th</sup> day to 20<sup>th</sup> day of the month. On 20<sup>th</sup> day of the month leave records from leave module is merged with Paysheet module by Paysheet section.

After authentication, by DMG final paysheet is processed on 21<sup>st</sup> day of the month. Deduction reports are printed on 22<sup>nd</sup> day and forwarded to FA & CAO for remittance. Earning reports are printed on 23<sup>rd</sup> day of the month and are preserved at Paysheet section of Establishment branch which are used when the concerned employee approach for Salary certificate, duplicate pay slip, verification for the purpose of loan from MbPT Societies. Earning reports are also used for solving various discrepancies arised due to vacation of quarters and anomalies created.

Pay slips are printed on 25<sup>th</sup> day of the month and sent for distribution amongst employees to Shed Supdt., Staff Office and respective indoor offices.

Earning reports are filed and kept at Paysheet section part-wise and records of deduction on accounts of various recoveries is maintained by concerned paysheet clerk to avoid any discrepancy.

#### 34. **Salary and Service Certificate combined**

On written request of the employee salary and service certificate is issued by Paysheet Section as per the salary details of the employee received from Paysheet Section and service particulars received from Leave Section under the signature of Dy. Docks Manager (Gen).

#### 35. **Income Tax**

Income Tax of employee is deducted at source through salaries during each financial year as per the rates stipulated in Finance Act.

- (i) At the beginning of the financial year a circular is issued to the employees for furnishing details of savings to be made during financial year. Employee submits undertaking that he will submit proof saving by end of financial year.
- (ii) Amount of savings declared are entered in the computer.
- (iii) A register is maintained with the details of Investments made by the employees during financial year.
- (iv) Details of investments made by the employees is fed in computer and benefit of rebate is given accordingly.
- (v) Income Certificate is issued on request of employee.

On receipt of written request from the employee Income Certificate is issued to a employee as per the paysheet/Form 16 (certificate under section 203 of Income Tax Act, 1961) for Tax Deducted at Source from the Income chargeable under the head "Salaries".

- (i) Attending queries and providing guidance to the employee regarding Income Tax.
- (ii) Reconciliation of Tax Deducted at Source with Financial Management System.
- (iii) Form 16 (certificate under section 203 of Income Tax Act, 1961) for Tax Deducted at Source from the Income chargeable under the head "Salaries" is issued to all employees at the end of financial year.

### **36. Grant of Advance for Purchase of Motor Car/Cycle, Scooter/Moped**

Grant of advance for purchase of Motor Car/Motor Cycle is governed by provision of MbPT Employees' Regulations, 1976 and the various circulars issued thereafter from time to time by the Department of Financial Adviser & Chief Accounts Officer, the latest being on 13.05.2003 under No.FA/E/SR-168/5068.

Class I & II Officers can apply for grant of advance for purchase of Motor cycle/Motor Car. Class III & IV employees can apply for grant of advance for purchase of motor cycle/scooter/moped.

Following documents are submitted alongwith application in prescribed format to the Traffic Manager for sanction :

- (i) Proforma Invoice from the dealer, certifying actual cost of the vehicle.
- (ii) Zerox copy of latest pay slip.
- (iii) Agreement executed on Stamp Paper of Rs.200/-.
- (iv) Service particulars from Leave Section.
- (v) Confirmation from the vigilance section stating that the employee is not involved in any case and no disciplinary proceeding is either pending and or contemplated against the employee.

Documents referred herein above alongwith Traffic Manager's sanction are forwarded to the Financial Adviser & Chief Accounts Officer for audit and subsequent payment.

After getting the payment of advance for purchase of Motor car/motor cycle/ scooter/moped following documents are required to be submitted by the employee :

- (i) Within seven days from the date of purchase of vehicle, a mortgage bond in the form prescribed has to be furnished by the employee on Stamp Paper of 0.50% of advance amount.
- (ii) Vehicle shall have to be insured and hypothecated to the Board of Trustees.
- (iii) R.C. Book with necessary noting therein about hypothecation.
- (iv) Original Payment receipts alongwith zerox copies.

All these documents are forwarded to the Financial Adviser & Chief Accounts Officer for information and record.

### **37. Traveling/Daily Allowance (T.A./D.A.)**

An employee undertaking tour/travel in connection with official duties such as for training/for attending meetings and seminars/for giving evidence in court is eligible to draw traveling and daily allowance in terms of FA&CAO's circular No.CA/E/SR/1(96)/9317 dated 12.6.1996 (exb. P-2).

On completion of tour TA bill (in duplicate) is required to be forwarded to this office in the prescribed proforma, accompanied by –

- (a) Copy of the order of competent authority to undertake the tour/travel.
- (b) Air/Rail tickets allowing with boarding pass.
- (c) Hotel bills, in case lodging charges for stay in hotels are claimed. In which case a certificate as regards non-availability of accommodation in Port/Govt./Public Sector guest houses at the place of visit should also be attached.
- (d) Complete iternary.

TA bill alongwith above documents is submitted to DMG for his sanction and when done with all these papers forwarded to FA&CAO for audit and payment.

### **38. Special Disability Leave**

The cases of MbPT employees get injured while on duty for the grant of Special Disability received Leave from Dy. Manager, Hamallage/OBL with following documents :

- (i) Accident Report from Shed/Asstt. Manager with Form XII.
- (ii) Medical Disability Certificate signed by ACMO, Port Trust Hospital.
- (iii) Medical Certificate covering entire period of absence and resuming certificate thereafter.
- (iv) Employee's leave application with sanctioned his own leave for that period from sanctioning authority with resumption date.

The cases are scrutinized and are forwarded to ADM for sanction of Special Disability Leave.

On receipt of sanction from ADM, the cases are forwarded to Dy. Manager, Hamallage/OBL for taking note and credit his own leave to his account.

### 39. **Workmen's Compensation cases**

Whenever MbPT employee meet fatal accident while on duty, eligible for compensation under Workmen's Compensation Act, 1923 report sought from Dy. Manager, Hamallage/On Board Labour Admn. along with following documents of category of employee whose establishment is with them :

- (i) Accident Report (in fom XII) and Night Diary.
- (ii) Medical (disability) Certificate signed by ACMO, Port Trust Hospital.
- (iii) Medical Certificate covering period of absence and resuming certificate thereafter.
  - 12 months wage statement as earning particulars statement.
  - Service particulars showing date of birth etc.
  - In case of fatal accident -
    - xii) True copy of Death Certificate
    - xii) True copy of coroner's report/police investigating report
    - xii) True copy of Death and Heirship certificate
  - Application from dependent of the deceased for payment of compensation under Workmen's Compensation Act, 1923.

The cases are scrutinized and are forwarded to the CLO&A for advice whether the deceased employee is workman under the Act and whether the case can be considered for payment of compensation under the Workmen's Compensation Act, 1923.

On receipt of advice from CLO&A, the case is put up to the Traffic Manager for sanction of payment of compensation and thereafter the case is forwarded to FA&CAO for payment of compensation through Commissioner of Workmen's Compensation Act, 1923.

### 40. **Reimbursement of Conveyance Expenses (RCE)**

Conveyance expenses are reimbursed to the officers who use their own vehicles for attend in the office has submitted an undertaking that he has not been provided with Port Trust/Dock Labour Board vehicle for attending the place of duty from his residence and that he would use his vehicle for traveling in Port area in connection with his official duties only. The undertaking is submitted to TM for sanction for RCA (i.e. Rs.500/- to Motorcycle and Rs.1500/- to Motor Car) and after receipt of sanction, it has to forward to FA&CAO and Paysheet Section for noting.

### **List of documents exhibited in working manual of Docks Department, Establishment Branch**

#### **1. Paysheet Section.**

<i>Sr. No.</i>	<i>Subject</i>	<i>Exhibit</i>
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<i>Sr. No.</i>	<i>Subject</i>	<i>Exhibit</i>
1.	Wage Revision Agreement	P - 1
2.	FA&CAO's circular No.CA/E/SR/1(96)/9317 dated 12.6.1996	P – 2

### **LEAVE SECTION - ESTABLISHMENT BRANCH**

Leave Section handles leave and service records of 53 officers, 1794 class III indoor and outdoor staff and 69 class IV indoor staff. The following staff is posted for this job.

2 Asstt. Office Supdt.  
1 Sr. Asstt.  
7 Jr. Asstt.  
1 Record Attendant  
2 Peons

One Asstt. Office Supdt. looks after overall supervision of the section and verifying leave docket, LTC, Increment, Promotion, Anomaly etc.

One Asstt. Office Supdt. looks after Officer's leave, Promotion, Confidential reports of all the above employees, outside employment, Redeployment etc.

One Sr. Asstt. looks after DPC formalities SC/ST grievances, attending to employee's petition regarding service matter of all the above employees.

Three, Jr. Asstts are attending to leave dockets service sheet notings, processing of LTC advance/claims, service/employment certificates, verifying society's loan applications, spectacle reimbursements, Quarters eligibility, retired employee's Leave Travel Expenses, leave, service data entry in computer, attending to employee's query with regard to leave/service matter, No LA etc.

One, Jr. Asstt. is attending to seniority, roster, DPC formalities, Promotions. Preparing various statements of monthly ,quarterly, yearly regarding staff strength, SC/ST grievances, backlog etc.

Two, Jr. Asstts are attending to anomaly in pay fixation, stepping up/ advancement, drawing regular increments, small family norms increments, get auditing of stepping up/advancement working sheets and Retired, Expired, redeployed employee's service sheets. Feeding computer data information regarding Increments, pay rectification due to stepping up/advancements, etc. Receiving/ Accepting, undertaking of FR-22, Promotions etc.

One Jr. Asstt. is attending to leave Docks processing/generation notice from computer for those employees remained unauthorised absent for more than ten days, generation of leave records, service records whenever required for the employee for other administrative proposes.

One, Record Attendant is keeping record of personal files, service records in the rack by lock and key. Filing leave Docks, LTC applications, Leave encashment applications, office copies of various correspondence in the respective files as mentioned by the dealing Asstts.

Two, Peons are helping Record attendant, attending to staff and Officers, providing

personal files, leave binders and keeping, handling personal files in the rack & dispatching letters etc.

## **1. LEAVE**

Casual Leave (CL), Earned Leave (EL), Half Pay Leave (HPL), Commuted Leave (CML), Leave Not Due (LND), Extra Ordinary Leave (EOL) (LWP), Special Casual Leave (SPL), Spl. Kinds of Leave, Maternity Leave (ML), Paternity Leave (PL), Special Disability Leave (SDL), Quarantine Leave, are the different kinds of leave availed by employees.

The employee in order to avail the above kind of leave except Casual Leave, should apply in usual format – G 24F/Rev code No. 89165135, (exb. - L-1). This leave is first recommended by the Officer of the concerned Branch / Section, of Indoor Office. In case of outdoor employee the leave is recommended by Asstt. Manager, I/C Staff (O). After the Officer's recommendation the leave is fed in the computer by the section computer clerk and the leave application is recorded with their office. In case of outdoor employees, the leave is fed by outdoor Muster Clerk at Hamallage, Leave Section and the leave application is recorded there.

This computerised leave data is generated at leave section Estt. Branch and a printout is taken out. This printout is put up to Dy. Manager General for his sanction. Thereafter, the leave data is updated as sanctioned by Dy. Manager General. Once the leave is sanctioned, it cannot be canceled/postponed, converted to any other kind of leave without the sanction of Dy. Manager General or higher authorities.

In case of Officer's Leave, the Officer should apply the leave in the formal application. Asstt. Managers (Jr./Sr.), Bills Supervisor, Cash Supervisor, Chief Inspector Docks has to obtain recommendation from concerned Dy. Docks Manager and then forward to Leave Section Establishment Branch. Leave applications of Dy. Manager Jr. / Sr., ADM are accepted by leave section Establishment Branch directly.

These leave applications are processed by Leave Section. Certificate regarding admissibility of leave is submitted from the service record of the Officer, in the leave application to Traffic Manager for sanction through Dy. Docks Manager, General, after entering the details in a register. Thereafter, the sanctioned leave is entered in service sheet and computer and the original leave application is forwarded to FA&CAO, keeping a copy in his Personal file.

## **2. ELIGIBILITY TO VARIOUS KINDS OF LEAVE**

The Officers and employees are eligible for various kinds of leaves as mentioned below under Mumbai Port Trust Employees (Leave) Regulation, 1975.

- (ii) 30 days Earned leave in a year in two installments of 15 days each, are credited in advance on 1<sup>st</sup> January and 1<sup>st</sup> July of every calendar year to the employees leave account. The employees are allowed to carry forward the EL at credit and accumulate upto maximum 300 days.
- (ii) 20 days Half Pay leave in a year in two installments, of 10 days each, are credited in advance on 1<sup>st</sup> January and 1<sup>st</sup> July of every calendar year to the employees leave

account. The employees are allowed to carry forward the HPL at credit and accumulate it without any limit.

- (iii) 20 days Casual Leave in a calendar year. Employees can avail not more than 10 days CL at a stretch at a time. Balance Casual Leave lapses at the end of calendar year.
- (iv) Special Casual Leave of 30 days in a calendar year. This leave lapses at the end of calendar year.

### 3. SPECIAL CASUAL LEAVE

The employee who wish to avail various Special Casual Leaves, should apply in the format – G 24F/Rev code No. 89165135, (exb. L-3), mentioning the reason, the kind of Special Casual Leave. Initially, the employee should apply for EL/HPL, with a specific request for “Special Casual Leave”, in it. Employees can initially apply for Casual Leave also. This leave is recommended by the section / branch Manager and fed in computer by the staff posted at concerned section in case of indoor, and by Muster Clerk at Leave Section Hamallage in case of outdoor staff. This leave is also generated on computer at Leave Section Estt. Branch, and a printout is put up for the sanction of Dy. Manager general.

The employee is required to forward the leave application in the format – G 24F/Rev code No. 89165135, (exb. - L-3), along with the proof for Special Casual Leave, (viz selection letter or participation letter, in case sportsman, issued by the MbPT sports club, etc.) to leave section Estt. Branch. Such applications are processed by Leave section and are submitted along with documents submitted by the employee to Dy. Manager General for his sanction. Thereafter, the sanctioned Special Casual Leave is updated against earlier sanctioned EL/HPL/CL in computer. These leave applications are recorded in the personal file of the concerned employee in case of staff.

In case of Officers the applications for Special Casual Leave are submitted to the Traffic Manager for his sanction. Thereafter, the leave application (docket) is forwarded to FA&CAO and a copy is kept in the Officer's personal file.

The Special Casual Leaves are granted to the employees for various reasons, as mentioned below, per the respective TRs.:-

- (a) Participation in sport events at national and international level (TR No.442 of 1968 and TR No.354 of 1995) (exb. - L-3A).
- (b) Participation in sporting events at state level on behalf of MbPT sports club and in the inter - Port events held under the auspices of Major Ports Sports Control Board (TR No. 543 of 1975 and TR 354 of 1995.) (exb. - L-3B).
- (c) Cultural events / competitions in a representative capacity of a sport or recreation club of Port Trust recognised or aided by Port Trust (TR No. 83 of 1986 and TR No. 354 of 1995.) (exb. - L-3C).
- (d) Participation in mountaineering/Trekking/expedition (TR No.155 of 1991 and TR No.354 of 1995) (exb. - L-3D).



- (e) Male employee whose, wife undergoes tubectomy under family planning programme (TR No. 1085 of 1959, TR No. 116 of 1967, TR No. 409 of 1976 and TR No. 74 of 1977.) (exb. - L-3E).
- (e) Attending Worker's Annual Labour Conference conducted by recognised Union ( TR No. 971 of 1959 and TR No. 209 of 1960.) (exb. - L-3F).
- (f) Donation of Blood to recognised Blood Banks ( TR No. 1287 of 1967.) (exb. - L-3G).

#### 4. **SPECIAL KIND OF LEAVE**

- (A) Maximum 135 days Maternity Leave may be granted to a female employee on application in regular format – G 24F/Rev code No. 89165135 in the light of – (Rule 36(1) leave regulation 1975). In order to avail the maternity leave the female employee should have less than two surviving children.

The quantum of maternity leave for miscarriage, including abortion does not exceed 45 days. This leave is granted once in entire service of the female employee, in the light of Rule 36(2).

- (B) A male employee with less than two surviving children may be granted maximum 15 days Paternity Leave within six month of delivery of the Child, in the light of Rule 36(6).
- (C)
  - (i) A female employee, with fewer than two surviving children, on valid adoption of a child below the age of one year may be granted child adoption leave, by an authority competent to grant leave, for a period of 135 days immediately after the date of valid adoption in the light of Rule 36(7) of Leave Regulation, 1975.
  - (ii) During the period of child adoption leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
  - (iii)
    - (a) Child adoption leave may be combined with leave of any other kind.
    - (b) In continuation of the child adoption leave granted under sub-rule (i), a female employee on valid adoption of a child may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period upto one year reduced by the age of the adopted child on the date of valid adoption, without taking into account child adoption leave :

Provided that this facility shall not be admissible in case she is already having two surviving children at the time of adoption.
  - (iv) Child adoption leave shall not be debited against the leave account.
- (D) Special Disability Leave for injury intentionally inflicted or cause by any person

other than the employee himself, or in the consequence of, the due performance of his official duty or in consequence of his official position is granted in the light of Rule No. 37 of leave regulation 1975.

Special Disability Leave for accidental injury may be granted to an employee whether permanent or temporary, who is disabled by injury accidentally incurred in or in consequence of, the performance of his official duties, or by illness incurred in the performance of any particular duty, which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds. This leave is granted in the light of Rule No. 38 of Leave Regulation 1975.

The Special Disability Leave can be requested by an employee by applying in regular format – G 24F/Rev code No. 89165135 supported by Medical Certificates/Reports of the injury / accident within three months from the date of injury/accident. This application is processed by Establishment in General Section. Maximum eligible leave is 120 days. This leave is not debited to the employee's leave account.

- (E) Quarantine Leave is granted to an employee in the light of Rule No. 39 of Leave Regulation 1975. Quarantine Leave can be availed by an employee by applying in regular format – G 24F/Rev code No. 89165135 when the employee is in the consequence of Presence of an infectious disease which is considered as hazardous, to health of other employees at his office or place of work, such as cholera, Small pox, Plague, diphtheria typhus fever and Cerebrospinal meningitis.

## **5. Anomaly in pay fixation**

Anomaly in basic pay observed by an employee or by the staff of Leave Section Estt. Branch immediately after the revision of pay on account of wage settlement or promotion of the employee are rectified by advancement of pay or stepping up of pay as per the case.

In case of request regarding anomaly/discrepancy, the details of the employee are checked with respect to his cadre, category, date of initial appointment, date of promotion, date of appointment in subsequent selection post, date of promotion in selection post etc with other employees of similar details (which has caused anomaly/discrepancy) e.g. If the basic pay of a Senior employee is lower than the Junior employee in same category in a particular month, due to promotion or pay fixation, then the senior employee's pay will be advanced/stepped up to the Junior employee's pay who is drawing pay more than the Senior employee in the light of Fundamental Rules and Supplementary Rules (F.R.S.R.) ( F.R. - 22).

Audited due drawn statements with leave records of employee whose basic pay is to be advanced/stepped up, which are prepared on the basis of stepping up/advancement sheets with reference to his Junior employee are forwarded to paysheet section Estt. Branch for drawal of Arrears and to give effect of pay from the particular month.

## **6. Annual Increment**

Annual Increment is drawn to an employee after completion of one year continuous service if otherwise his increment is withheld. Increment is drawn on 1<sup>st</sup> day of every month irrespective of his joining date or promotion date from 1<sup>st</sup> day to 31<sup>st</sup> day of same month. In case if an employee avails 31 days (maximum) of EOL without medical certificate in a year, his increment will be

delayed by a month. If an employee is on leave (of any kind except CL) on the date of his increment, his effective salary is drawn from the date of resumption on duty.

A list of employees whose increments are due for drawl is prepared from the service sheets/computer records according to their eligibility, and is forwarded to paysheet section Estt. Branch, before 10<sup>th</sup> day of every month for drawal of wages with following details -

- (i) Service Sheet No.
- (ii) Name
- (iii) Designation
- (iv) PF A/c No.
- (v) Present Basic pay
- (vi) Last date of increment drawn
- (vii) Date of Increment due
- (viii) Amount Rs.
- (ix) Basic pay after drawal of increment
- (x) SFNI – (Rule FR 22).

## **7. Special Increment**

Special Increment is eligible to an female employee for the age upto 45 years and her husband should not cross 50 years of age. In case of male employee he is eligible for the age up to 50 years and his wife should be up to 45 years. The employee/or his spouse, with two or less than two surviving children is required to undergo family planning operation, to become eligible to apply for the Special Increment under TR No. 235/1980 (Exb. - L -7).

The employee should apply in prescribed format, for grant of Special increment in the form of Personal Pay under the small family norm increment, along with sterilisation operation certificate issued / countersigned by Surgen/Gynaecologist of MbPT Hospital

This application is processed by Leave Section, Estt. Branch and submitted to Traffic Manager for his orders to grant Special Increment with retrospective effect from the date of sterilisation operation through Dy. Docks Manager (Gen.). The employee should apply for grant of Special Increment within three months from the date of the sterilisation operation. In case of delay, Traffic Manager may condone the lapse of the employee and allows the employee to draw Special Increment on request from the employee. The amount of Special Increment is equal to one increment which will be due to the employee, immediately after the date of sterilization operation.

On approval, one set of application and supporting documents submitted for the Special Increment in view of the sterilisation operation of the employee are forwarded to the paysheet section, Estt. Branch to draw arrears and to give effect of the Special Increment from the specific month. One set of original application and documents are retained in this sec for post audit.

## **8. Encashment of Earned Leave**

Employee needs to apply for encashment of earned leave in regular format – G 24F/Rev code No. 89165135. The employee should mention the specific date for the payment of encashment of earned leave. Guidelines to be followed for encashment of earned leave by the employee are mentioned below:

- (a) The employee should apply for minimum 7 days earned leave either before the date of encashment / or after the date of encashment in the calendar year.
- (b) The earned leave should be recommended by respective Asstt. Manager or Dy. Manager for Indoor employee and by Asstt. Manager, Staff for Outdoor staff.
- (c) The employee can apply from maximum upto 50% of earned leave at his credit, after reducing 7 days earned leave, which is to be compulsory availed in the particular calendar year.
- (d) If an employee has encashed maximum 50% earned leave, then he will not be able to avail the balance earned leave he/she gets the next credit of 15 days Earned leave in his/her account.
- (e) If an employee wish to avail the minimum 7 days earned leave in two bits than he should avail the two bits before his / her date of encashment.
- (f) The employee should forward the application for encashment of earned leave atleast before 15 days from the date of encashment.
- (g) Payment of encashment will be drawn in monthly salary of the employee and the applications received before 5th day of every month will be considered for payment along with the monthly payment of the same month.
- (h) A employee can avail encashment of earned leave once in a calendar year.

Applications for encashment of earned leave are processed by Leave Section, Estt. Branch, after arriving at the eligible earned leave of employee through service sheet/computer. The certificate regarding admissibility of encashment of earned leave is processed and submitted to Dy. Manager General for his sanction through Asstt. Office Supdt. and Asstt. Manager Establishment. Thereafter, the leave encashment data is fed in computer and a printout is taken out with following details

- (i) Ticket No. with PF D No.
- (ii) Name of the employee
- (iii) Designation
- (iv) Last date of encashment
- (v) No. EL at credit
- (vi) No. of EL eligible of encashment
- (viii) Date of encashment.

These details are forwarded to paysheet section, Estt. Branch upto 15<sup>th</sup> day of every month for drawl of encashment payment, along with monthly salary.

## **9. Promotion**

Promotion is given to the eligible employee as per the post based vacancies with respect of

R.S.P. Regulation 1977. Vacancies are assessed during each year in each category due to retirement, resignation and promotion from one cadre to other cadre, etc.

Estimated vacancy is calculated on the basis of Retirement, Resignation, Death of employee, etc. Seniority of employees is prepared as per the gradation list of the cadre. A roster is also prepared for the cadre as per sanctioned strength. At present 15% SC and 7<sup>1/2</sup>% ST candidates are considered for promotion as per R.S.P. Regulation and guidelines of Central Government.

Accordingly the roster point is earmarked for SC candidates and ST candidates. 200 point roster is maintained for the sanctioned strength of a cadre with more than 13 posts, and 13 point roster is maintained for the sanctioned strength of a cadre upto 13 posts. In each cadre, Seniority list and Roster list are maintained. Representation of SC/ST employee is maintained as per total sanctioned strength in the roster of a particular cadre.

## **10. Departmental Promotional Committee**

As per regulation 29 ibid composition of Departmental Promotional Committee (DPC) is formed for making promotion/confirmation, etc.

DPC judges suitability of employee for -

- (i) Promotion to selection as well as non-selection post.
- (ii) Confirmation in his respective grade/post.
- (iii) Assessment of work and conduct of probationers for the purpose of determining their suitability for retention in service or their discharge from it or extending their probation.

The following information is made available to DPC by Leave section Estt. Branch well in advance :-

- (i) Post to be filled in
- (ii) Scale of Pay
- (iii) Number of vacancies likely to occur during the year and proposed to be filled in.
- (iv) No. of employees within the zone of consideration and their names
- (v) No. of posts reserved for SC/ST
- (vi) RSP Rules for filling in the posts
- (vii) Criteria for eligibility – Trade Test, Qualifying services etc.
- (viii) Whether sealed cover procedure is required to be followed in case of employee involved in disciplinary action who is in the zone of consideration.
- (ix) Vigilance clearance certificate
- (x) Annual Confidential Reports of past five years of the employees in the zone of consideration.
- (xi) Service & Leave details for last 05 years of the employees.

The DPC assess the candidates as either fit or not yet fit for promotional posts.

For selection post a list of eligible employees are added in the zone consideration i.e. 3-5 times of the number of existing vacancies, and the DPC assess the performance as Outstanding, Very Good, Good, which is applied for Officers and the DPC is conducted by Manager (SOM).

After the assessment of DPC the list of fit and unfit candidates is approved by the appointing authority. Thereafter, the employees assessed as fit are promoted in the vacancy of higher category, in the order of seniority and reservation rules. The unfit candidate will not be considered for promotion for that year for the vacancies raised. Their suitability will be assessed in the next DPC. The panel for promotion drawn up by DPC for “selection/promotion” posts is valid up to one year and six months or when fresh panel is prepared whichever is earlier.

## **11. Seniority**

Seniority *inter se* of persons substantially appointed in a grade or post shall be regulated by the order in which they are so appointed.

Direct recruits shall be ranked *inter se* in the order of merit in which they are placed at the examination or interview on the results of which they are recruited, recruits of an earlier examination or interview being ranked senior to those of a latter examination or interview.

Persons appointed against promotion quota of vacancies shall be ranked *inter se* according to order in which they are approved for promotion by the DPC.

## **12. Roster**

Roster is an aid to determine the entitlement of different categories with regard to quota reserved for them. They are not to determine seniority.

Leave Section, Estt. Branch maintained separate roster for direct recruitment and promotion.

200 point roster is maintained when the sanctioned strength in a cadre is more than 13 posts and 13 points roster is maintained when the sanctioned strength in a cadre is less than 14 posts. Roster list and seniority are different.

## **13. Discrepancy in Seniority & Promotion**

Petitions received from employee regarding discrepancy in Seniority and Promotion (due to punishment, reservation etc.) are attended by Leave Section, Estt. Branch. Petition of the employee is verified with respect to his service record and the service record of the other employee (if required) in the light of R.S.P. Regulations 1977, Guidelines issued by MbPT Authorities and SWAMY'S Complete manual on Establishment and Administration. Thereafter, with approval of Traffic Manager the grievances of employees are rectified and suitable reply in response to the petition of the employee is issued.

## **14. Annual Confidential Report**

Confirmation, promotion etc. are based on Annual Confidential Report.

Leave section, Estt. Branch starts the process of writing ACRs by calling blank stationery from Stationery Office, Docks Department and filling in the details of Officers & Class III Indoor & Outdoor employees whose ACRs are to be written. This process of writing ACRs continues from

the last week of March till end of October every year.

Two type of formats are used for writing ACR, in respective of Class III Indoor & Outdoor employees :

- (i) format form No. G 19 F – Single Page (exb. - L-14) employees with pay scale below 5000-150-5450-200-10850
- (ii) format form No. G 88 F – 4 Pages (exb. - L -14) for employees with pay scale & above 5000-150-5450-200-10850

The flow of ACRs of Class III Indoor & Outdoor employees is shown below :

<b><i>Sr. No.</i></b>	<b><i>ACR of</i></b>	<b><i>Written By</i></b>	<b><i>Reviewed by</i></b>	<b><i>Accepted by</i></b>	
1.	Class III Indoor & Outdoor Employees	Asstt. Docks Manager of Section	Dy. Docks Manager of Section	Addl. Docks Manager for Categories <u>Indoor -</u> Jr. Clerk, TCCC, Jr. Assistant  <u>Outdoor -</u> Sorter, Tally Clerk, Clerk Gr. I & II, Jr. Oversear  (i.e. Employees with Pay Scale below 5000-150-5450-200-10850)	Traffic Manager for Categories <u>Indoor -</u> Sr. Assistant, Asstt. Office Supdt., Office Supdt. <u>Outdoor -</u> Asstt. Shed. Supdt., Shed Supdt., Labour Supervisor, Labour Inspector Gr. I & II, Sanitary Supervisor, Sanitary Inspector Gr. I & II, Valuers (i.e. Employees with Pay Scale & above 5000-150-5450-200-10850)

A separate format is used for self appraisal of Class I officers.

The flow of ACRs of Class I Officers is shown below :

<b><i>Sr. No.</i></b>	<b><i>Self appraisal of ACR by</i></b>	<b><i>Reported by</i></b>	<b><i>Reviewed by</i></b>	<b><i>Accepted by</i></b>
1.	Asstt. Docks Manager (JR & SR)	Dy. Docks Manager of Section	Traffic Manager	Dy. Chairman

<i>Sr. No.</i>	<i>Self appraisal of ACR by</i>	<i>Reported by</i>	<i>Reviewed by</i>	<i>Accepted by</i>
2.	Dy. Docks Manager (JR & SR)	Traffic Manager	Dy. Chairman	Chairman
3.	Addl. Docks Manager	Traffic Manager	Dy. Chairman	Chairman
4.	Traffic Manager	Dy. Chairman	Chairman	Chairman

Once the process of writing of ACRs is completed, ACR of Officers & TCCCs are preserved by Manager (SOM)'s Department and the ACRs of all Class III Indoor and Class III outdoor employees whose service records is maintained in Estt. Branch are preserved by Leave Section, Estt. Branch. ACRs of Class III outdoor employees whose service record is maintained at Leave Section, Hamallage, are forwarded to Leave Section, Hamallage.

Adverse remark in the ACR of an employee is communicated to the employee for submitting explanation within a period of one month, if employee desires. Employee's explanation with remarks of reporting and reviewing authority are submitted to accepting authority. The decision of the accepting authority is recorded in the service record of the employee and also it is communicated to the concerned employee.

In the month of October a certificate regarding completion of process of writing ACR in respect of all the class III employees & officer is forwarded to Manager (SOM).

ACR is not written in respect of Class IV employees.

## **15. Assured Carrier Progression (ACP)**

To tide over the problems of genuine stagnation due to lack promotional avenues and to motivate the Class III and Class IV employees, two financial upgradations under the Assured Carrier Progression (ACP) Scheme on completion of 12 years and 24 years of regular service, provided there was no regular promotion during the period of 12 years and 24 years respectively are granted in the light of Manager (SOM)'s No. SECY/P/GM-ACP/5338 dated 31.07.2001.

In order to grant Assured Carrier Progression, the eligible candidates is assessed by Departmental Screening Committee (DSC) as per regular promotion procedure.

A list of employee who are due to complete 12 & 24 years of service is prepared and is submitted before the DSC for assessment. The assessment of DSC is submitted to the Appointing Authority for his acceptance. When the assessment of DSC is accepted by the Appointing Authority (i.e. Traffic Manager) the financial upgradation under ACP scheme is granted to the employee.

## **16. Leave Travel Concession (LTC)**

An employee and his dependents can avail LTC facilities for home town once in two years and Bharat Dharshan once in four years, or an employee can avail LTC facilities for home towns twice in a block of four years.



The dependents of employee may include his/her father, mother, spouse, children below 25 years (if not married and employed), are eligible to avail this facility.

Employee who has his family living away from his place of work, instead of having the concession for his family as well as for himself once in a block of two financial year, avail the concession for himself alone once in every year during each block for visiting his home town and giving an undertaking.

To avail this facility the employee is required to declare his home town which is recorded in his service file.

An employee can avail LTC advance prior to his date of journey, provided his leave (of any kind) is already sanctioned.

The request for Advance under Leave Travel Concession (LTC) Scheme is made by the employee in the prescribed format – G 136 F((exb. )L-16 (i). After confirming the details furnished by the employee, the application is forwarded to FA & CAO for audit. On receipt of intimation memo for collection of cash from the cash Office of FA&CAO, an intimation memo is prepared and handed over to the employee, by calling him personally at Estt. Branch.

The employee is required to submit the application for LTC in the prescribed format – G 86 F/Rev. Form C, within one month of resumption duties in case if he has already collected the advance under LTC Scheme. If advance under LTC Scheme is not collected, the employee is required to submit the application for LTC within three months of resumption of his duties. The claim will passed as per provision of Dy. Secretary's letter No. SECY/P/Reg- LTC/8793 dated 19.09.2003 exb. - L 16 (ii), circulated.

The employee should furnish the following documents while submitting application for LTC :-

- (i) Original tickets of Railway / Bus / Air (Public Transport System) for outward journey and for inward journey.
- (ii) Copy of MAR card of the employee.

Leave Section, Estt. Branch processes the application by verification of details furnished by the employee. In case loss of tickets or discrepancies in age, gender, etc. a submission is made to the Addl. Docks Manager on receipt of specific request from the employee, for condonation of the lapse. With the Orders of Addl. Docks Manager for condonation of lapse, application of the employee for LTC along with supporting documents is forwarded to FA & CAO for audit and subsequent payment as admissible under the rules through ECS to the employee along with his monthly salary.

## **17. Reimbursement of Travelling Expenses to Ex-employees from CCF**

Ex-employees may apply for a traveling expenses once in a block of three years for self, spouse and dependent unemployed and unmarried children upto the age of 25 years on the condition that they should accompany the ex-employee, for visit to any places in India other than his home town or places sufficiently away from the home town.

The application for RTE is required to be made within one month from the date of return of

the journey which can be condone upto the delay of maximum six months by the HOD, in rare cases.

The journeys both outward and inward for which claim is made is required to be performed within the period of block year.

Request for reimbursement of Travelling Expenses is made by the retired employees in the prescribed format along with the particulars of the journey actually performed by him and members of his family, to Leave Section, Estt. Branch. On verification of the details the request of the retired employee it is recommended to Chief Welfare Officer, MbPT for scrutiny and payment through FA & CAO, to Ex-employee.

Service particular of the ex-employee is verified by leave section and the eligibility is certified and forwarded to CWO for auditing and payment.

## **18. Outside Employment on Extra Ordinary Leave (EOL)**

Application from the employee for permission to take the jobs during leave period are received by Leave Section, Estt. Branch along with offer letter from the outside employer and is processed in the light of Manager (SOM)'s letter No. SECY/P/GEE-G/6550 dated 19.10.2001, ((exb. ) L –18.

Various steps taken while processing above application by Leave Section, Estt. Branch are enumerated below:

- (a) Verification of service details.
- (b) Seek Vigilance Clearance of employee from Departmental Vigilance Officer.
- (c) Seek approval of Traffic Manager.
- (d) Seek a bond on Rs 100/- Stamp Paper from employee

After Traffic Manager's approval the employee is asked to execute a bond with Board of Trustees as per the conditions incorporated in TR 138 dated 11.09.2001. This bond along with application and offer letter is forwarded to Secretary MbPT through FA&CAO for perusal and acceptance. After secretary's acceptance on the bond, the same is received back at Leave Section, Estt. Branch. There after the employee is relieved from MbPT to take the outside employment.

As per the bond executed by the employee he should regularly forward his monthly PF and pensionary contributions to MbPT. The cheque received for above dues from the employee is forwarded to FA&CAO for acceptance. However, pending decision of the Ministry, the scheme has been withdrawn vide letter No.SECY/P/ GEE-G/10617 dated 11.12.2007.

## **19. Permission to Travel Abroad**

An employee who wishes to travel abroad is required to get prior permission from the authority competent to sanction leave.

A formal application for permission to travel abroad along with leave application recommended by section Officer is received at Leave Section, Estt. Branch. The application along with leave application is verified with service and leave record of the employee. Vigilance clearance of the employee is obtained from Departmental vigilance Officer and permission is

sought from competent authority. Orders of the competent authority is communicated to the employee.

## **20. Statements**

Various Statements regarding employees viz. sanctioned strength, Muster strength, SC/ST representation, etc. required by the Ministry are prepared by Leave Section, Estt. Branch from the records maintained.

## **21. Deputation**

Officers are allowed to apply employment to outside Government organization on deputation basis. The officers shall apply as per notification of the vacancies circulated by this Department received from Manager (SOM). The officers service records are verified by this Department and certificate is forwarded to Manager (SOM) by Traffic Manager. This application is forwarded to concerned Government organization by Manager (SOM) after approval of Dy. Chairman.

## **22. Transfer of Officers/Staff**

After completion of three years posting in an office, officers are considered for transfer periodically. Dy. Manager General put up a list of officers due for transfer to Traffic Manager for his approval. After Traffic Manager's approval the transfer order is issued to concerned officer for compliance.

Staff's transfers are effected in the month of January and July of a calendar year. The employees who have completed three years service in an office are taken for transfer. Except Cash office which is as per General seniority. Also, even if, an employee has not completed three years posting in an office, he is consider for transfer to cash office if his name appears as per seniority. A list of employees as per category is submitted to Dy. Manager General by Leave Section, Estt. Branch with details regarding name, designation, previous three offices worked, present office and future office where he may be posted. Dy. Manager General scrutinises the list and approves the transfer of staff. The transfer order is issued by Dy. Manager General in the first week of January/July of the year. The order is forwarded to concerned offices for compliance.

## **23. Training Programme for Officers**

A calender for three months training programme for officer received from NIPM, IIPM, CLI, etc. is received by Leave Section, Estt. Branch. In addition to that PMTC also forwards programme for officers training. As per requirement of training of officer, their names are

recommended by Traffic Manager to attend the training programme. The recommended officers are intimated regarding approval of Dy. Chairman/Chairman as conveyed by Manager (SOM).

Manager (SOM) informs FA&CAO, and this department for arrangement of TA / DA bill for the employee and payment of fees to the institution.

The officer should submit a report to Dy. Chairman on training programme attended in prescribed format through Traffic Manager's view on the report.

## **24. Retirement**

Retirement Notice is served to an employee, who has attained superannuation (i.e.) completed 60 years of service. This notice is served three months in advance to the employee and copies of the notice are forwarded to FA&CAO, CWO, CMO, Asstt. Manager, Staff/Branch office, MbPT employees Co-Op. Society, P.F. Section, Paysheet Section for further necessary action.

Service particulars of the employee alongwith EOL statement is forwarded to General Section, Estt. Branch to enable them to forward P.F. recommendation to FA&CAO. An audited service sheet is also forwarded to General Section, Estt. Branch to enable them to forward recommendation for pension and Leave Prior to Retirement (LPR) payment.

A service certificate in printed format (exb. L - 24) is issued to employee with Traffic Manager's signature on the date of his retirement or thereafter. A silver memento with MbPT emblem 100 grams is presented to the retiring employee on behalf of MbPT by Hamallage Cashier.

### **List of documents exhibited in working manual of Docks Department, Establishment Branch**

#### **1. Leave Section.**

<i><b>Sr. No.</b></i>	<i><b>Subject</b></i>	<i><b>Exhibit</b></i>
1.	Leave Application – Form No.G-24F/REV	L - 1
2.	Special Casual Leave	
3.	TR No. 442 of 1968 and TR No. 354 of 1995	L - 3A
4.	TR No. 543 of 1975 and TR No. 354 of 1995	L - 3B
5.	TR No. 83 of 1986 and TR No. 354 of 1995	L - 3C
6.	TR No. 155 of 1991 and TR No. 354 of 1995	L - 3D
7.	TR No. 1085 of 1968 , TR 116 of 1967, TR No. 409 of 1976 and TR No. 74 of 1977	L - 3E
8.	TR No. 971 of 1959 and TR No. 209 of 1960	L - 3F
9.	TR No. 1287 of 1967	L - 3G
10.	Special Increment – TR No. 235 of 1980	L - 7
11.	Annual Confidential Report – Form No. G 19 F	L - 14
12.	Annual Confidential Report - Form No. G 88 F	L – 14 A

<b><i>Sr. No.</i></b>	<b><i>Subject</i></b>	<b><i>Exhibit</i></b>
13.	Outside Employment on Extra Ordinary Leave (EOL)- Copy of Manager (SOM)'s letter No. SECY/P/GEE-G/6550 dated 19.10.2001 and withdrawal of this scheme pending decision of the Ministry in terms of Manager's (SOM) letter No.SECY/P/GEE-G/6550 dated 11.12.2007.	L - 18

**Duties of Dy. Docks Manager (Gen) :**

1. To supervise the Establishment of All Class III & IV employees of Docks Department.
2. To attend disciplinary matters of All Class III & IV employees of Docks Department.
- xii) To attend D.P.C. Meetings for promotion of Class III indoor staff.
- xii) To put up periodical transfer list of officers/staff.

**Duties of Asstt. Manager (Estt.)**

- xii) To implement the orders of Dy. Docks Manager (Gen.) in respect of all Class III & IV indoor staff.
- xii) To implement the directives of Hindi Cell.
- xii) To supervise preparation of Paysheets of all scheduled staff.
- xii) To attend enquiries.

**ESTABLISHMENT SECTION (GENERAL)**

**1. OFFICE SUPDT.**

He keeps over all supervision over the work of Establishment Section. He carries out the duties of marking of daily dak, updating of contingency plan for the maintenance of essential services in the event of national emergency/flood/earthquake, strike etc. He prepares material for annual report of MOSFT. He attends to work related to notice of change of service conditions/manning scale, list of person authorized to issue identification mema and unclaimed wage tickets, implementation of decision given by the Supreme Court regarding sexual harassment in work place. He attends to replies to union queries. He attends to issues of staggering of working hours and monthly action taken report on important issues.

**2. JR. ASSISTANT (INCOME TAX)**

She deals with issues related to Income Certificate, issuance of Accrued Interest Certificate (Housing Loan), circulars regarding deduction of tax and declaration of savings for the financial year. Printing and distribution of Form 16(TDS certificate) to all officers and Class III/IV staff (SP and NSP staff). She attends to the work related to establishment budget estimate and also deals with PAN card matters.

**3. JR. ASSTT. (PENSION/GRATUITY)**

She attends to the work of forwarding pension/gratuity recommendations to FA&CAO (Pension Branch) in respect of employees retired under superannuation/SVRS/death/removal/compulsory retirement/dismissal etc. She also attends overall correspondence pertaining to above cases, family disputes and audit queries. She issues call letters to the next kin, relatives of the deceased employees in case of death. Prohibitory Orders and summons and any other work assigned to her by the Office Supdt. She forwards service sheets to Pension Branch. She deals with the matter regarding financial assistance from Housing Loan in death cases.

**4. JR. ASSTT. (STATEMENT)**

She attends to the work of monthly statements in respect of (i) strike and stoppage of work; (ii) monthly report on labour situation; (iii) schedule staff strength. Quarterly Statement : (i) representation of SC/ST in Port Trust service; (ii) stoppage of work and mandays lost; (iii) status and performance outdoor; (iv) report of manpower. She also attends to issues connected with Departmental Reports Appendix – T and physically handicapped employees, statistical statement of employees incapacitated to be included in the Administration Report, particulars of housing. She also attends allotment/occupations cancellation of P.T. residence etc. She also prepares monthly OT statement, half yearly vacancy position and training imparted to employees, yearly SC/ST representation and yearly physical disability report.

**5. JR. ASSTT. (SCHOLARSHIP & AWARDS)**

He attends to the work connected to scholarship/cash awards, change of name/date of birth. He deals with circulars/appointment, interviews, training. He also deals with matters connected to ex-gratia pension/ex-gratia payment and issues connected with requests for grant of education loan. Grant of relief from Welfare Fund/general cases and preferential employment.

**6. JR. ASSTT. (LOAN & ADVANCE)**

She attends to the work of P.F. Advance cases/repayment of P.F. Advance. She issues identification memo for P.F. Advance/ Housing Loan Advance. She also deals with the matters of housing loan.

**7. JR. ASSTT. (TRAINING)**

He attends to the work of nomination of Class III/IV employees for training course/seminar/workshop etc. Republic Day celebration – Presentation of award, election duty, He attends to the work of stationery matters, PRSS. He attends to the work connected to Women's Cell, change of recess hours on account of Ramzan, reimbursement of electricity charges, payment of honorarium to Port Trust Officers and Stenos, health check up and grant of conveyance allowance to blind, orthopaedically handicapped employees. He attends to pending correspondence statement, work connected with NOC for Passport, Profession/Employment Tax. He attends to work regarding concessions to be given to the employees to attend union meeting, updation of daily muster.

**9. SR. ASSTT. (RETIREMENT DUES)**

She attends to the work of PF recommendations of employees due to retire or who have expired, removed, incapacitated. She attends to PF nomination cases and forwards the same to FA&CAO and attends to related correspondence. She issues letters to the next kin, relatives of the

deceased employee in case of death, issues call letters to the ex-employees retired, resigned, dismissed, removed compulsory retired, expired requesting them to submit their documents and collecting their dues, issues reminders. She forwards quarters vacation mema to P.F. Branch. She also deals with the processing of loan for purchase of computer. TA, DA of staff and officer. She also deals with SDLA cases. She deals with the Motor Conveyance Allowance for officer, workmen compensation cases (WCA cases) etc.

**10. JR. ASSTT. (TUTION FEES)**

She attends to the work related to scholarship, tution fees, un-utilised leave of ex-employees, bank recovery, court recovery, overtime statement, refund of excess recovery etc.

**11. T.C.C.C. (GENERAL) :**

He attends to the work of spectacle reimbursement of employees and ex-employee. Medical Registration of retired employees. He deals with the matter regarding the addition/deletion of name in MAR card and change of dispensary in respect of working employees. Receiving dispatch, issuing identification memo in respect of stitching charges, honorarium and other miscellaneous memo, etc.

**LEAVE SECTION**

**26. ASSTT. SUPDT., LEAVE 1**

- (i) General supervision
- (ii) Maintaining record of posting/transfer of staff
- (iii) Verification of LTC Application
- (iv) Verification of Leave Dockets
- (xii) forwarding leave application of Stenographers to Manager(SOM)
- (xiii) Maintaining, verifying Special leave application, conversion of leave etc.
- (xiv) Signing of wage tickets, identification memo
- (xv) Completion/maintaining ACRs of staff
- (xvi) Maintaining service/leave record of officers and staff
- (xvii) Maintaining DPC formalities of class III & Iv
- (xviii) Solving NOLA application for indoor staff

**27. ASSTT. SUPDT. LEAVE 2**

- (i) Maintaining of service sheets of officers
- (ii) Issuing notices for retiring employees on superannuation of Class IV, III and officers
- (iii) Processing voluntary retirement resignation, incapacitated cases
- (iv) Maintaining of seniority and promotion of officers
- (v) Prepare and maintaining ACR of Class III staff and processing ACR of officers.
- (vi) Processing training programme for officers
- (vii) Maintaining records of transfers/posting of officers
  - Processing application for 5 year EOL for employment in India and abroad
  - Processing application for deputation of officers

- Solving NOLA application of officers

28. **SR. ASSTT.**

- (i) Maintaining of registers for acting arrangement of Shed Supdt.
- (ii) Noting of officiating and regular promotion in service sheet/computer
- (iii) To forward a statement of officiating promotion/regular promotion to Paysheet Section
- (iv) Preparation of monthly/quarterly statement of sanction/ muster strength of staff
- (v) Preparation of quarterly statement of leave vacancies of staff
- (vi) Processing to dereserve the vacancies of SCs/STs
- (vii) Interacting with Liaison Officer in case of dereservation of SCs/STs
- (viii) Helping to Sr. Asstt. for DPC formalities
- (ix) Interacting with Leave Section, Hamallage staff in regards with statements

29. **JR. ASSTT.**

- (i) Maintaining of seniority of Class III, IV indoor and outdoor staff Clerk, Gr. II onwards
- (ii) Maintaining of Rosters of Class III, Class IV staff indoor and outdoor Clerk, Gr.II onwards
- (iii) Preparation of DPC formalities of Class III & IV staff indoor & outdoor
- (iv) Processing of anomaly cases in promotion and seniority of staff
- (v) Verifying monthly, quarterly statement of staff position of Class III & IV indoor and outdoor
- (vi) Intimation to the employees of promotion regarding
- (vii) Processing Assured Career Progression to eligible employees
- (viii) Interacting with Hamallage Leave Section staff in regard with promotion/DPC formalities
- (ix) Processing of Union's letter in regards with employees petitions

30. **JR. ASSTT.**

- (i) Drawing of increment of all indoor and outdoor staff, Clerk, Gr.II onwards and officers
- (ii) Processing anomaly in pay fixation of above staff and officers
- (iii) Interacting with Audit Inspectors & co-operating in audit verification
- (iv) Preparation of due drawn statement of pay fixation
- (v) Advancement/stepping up statement preparation
- (vi) Receiving New Service Sheets for Clerk, Gr.II from Hamallage
- (vii) Processing petition in regard with pay anomalies received from employees
- (viii) Processing petition in regard with pay anomalies received from employees
- (ix) Data feeding of above rectification of pay fixation and increment of SFNI
- (x) Noting in manual service sheets of rectification of anomalies withheld of pay due to punishment etc.

31. **JR. ASSTT. :**

- (i) Processing of LTC advance/claims applications
- (ii) Processing of Home Town declaration applications
- (iii) Maintaining Service Sheets of indoor staff Class III



- (iv) Processing NOLA application of indoor staff (350)
- (v) Processing of Leave Dockets of indoor Class III & IV staff (350)
- (vi) Processing of Leave Dockets of L/Sup, L/Insp, S/Insp, S/Sup
- (vii) Processing Special Leave application of indoor Class III & IV staff
- (viii) Generating call up memo from computers and forwarding to those employees who are away from duty more than 10 days
- (ix) EL/HPL/Commuted leave feeding in computer only for Estt. Branch staff
- (x) Rectification of wrong feeding in computer by other branch of indoor staff on written report
- (xi) Issuing service particulars/employment certificate to indoor staff
- (xii) Interacting with employees in regard with LTC claims

**31. JR. ASSTT. :**

- (i) Processing of leave dockets of outdoor employees Clerk, Gr.I and II
- (ii) Processing of leave dockets of outdoor employees AS.S./ S.S./Valuers
- (iii) Processing leave encashment of all staff Class III indoor, outdoor
- (iv) Preparation of service/employment certificate of above on request
- (v) Verification of society/housing, PF loan applications
- (vi) Verification of various other eligibility application for welfare schemes
- (vii) Processing of conversion of leave applications
- (viii) Interacting with employees in response with encashment leave applications/leave applications
- (ix) Processing Special Leave application
- (x) Updating recorded address whenever employee change his address
- (xi) Updating history sheet particulars in the computer record

**PAYSHEET SECTION**

**18. ASSTT. OFFICE SUPDT.**

He keeps general supervision over the work of paysheet of officers and all Class III and Class IV indoor and outdoor employees excluding Shore Workers on OBL employees of Docks Department.

**19. 3 JR. ASSTT. & 6 TCCCs**

They prepare paysheets and attend to other related paysheet works.

**DISCIPLINARY MATTERS SECTION**

**20. SR. ASSTT.(I)**

He attends to the work related to vigilance matters and prepares quarterly statement pertaining to disciplinary matters and carries out any other work assigned by Office Supdt.

**21. SR. ASSTT.(II)**

She attends to the work related to vigilance matters and prepares quarterly statement pertaining to disciplinary matters and carries out any other work assigned by Office Supdt.

## 22. TC.C.C.

He attends to all the typing work pertaining to Disciplinary Matters Section and carries out any other work assigned by Office Supdt.

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## **HAMALLAGE SECTION**

### **POWERS, DUTIES & RESPONSIBILITIES OF OFFICERS AND EMPLOYEES**

#### **2.1 DEPUTY DOCKS MANAGER, HAMALLAGE**

He is the Dy. Head of the department and controlling authority for outdoor Class III and Class IV employees and supervisory officer for sub sections managed by Asstt. Manager namely Asstt. Manager, Staff Incharge/Labour Admn./ Hamallage /Labour Executive/Permit/Special Duty. He is also disciplinary authority for outdoor Class IV employees. He exercises control over outdoor staff administration, shore labour administration, shore labour executive work (cargo handling workers), sanitation work, heavy lift handling work and supply of stationary/uniforms/personal protective equipment (PPE) to cargo handling workers & staff . He is assisted by the Asstt. Manager Incharge Staff / Hamallage/ Labour Admn./Labour Executive/Permit/Chief Inspector Docks and Sanitary Supervisors for various functions under the Hamallage establishment. He attends to the problems of workers/staff and strives to solve them by keeping peaceful industrial relations. He interacts with the unions and takes necessary steps to keep harmony in working of the Hamallage/labour establishments. He also coordinates with other departments to solve the problems that may arise during day to day working.

#### **2.2 . ASSTT. DOCKS MANAGER INCHARGE STAFF**

He is incharge of administration and control of class III /IV outdoor staff. He ensures that proper manning of outdoor staff is done as per the requirement of vessel working, shed working, warehouse working etc. He ensures that the staff and labour are reporting in time. He also initiates necessary disciplinary actions and reports the matters to Dy. Manager, Hamallage in case of negligence of work, disobedience or misbehaviour, unpunctuality etc. He deals with establishment matters of Tally Clerks and outdoor Class IV employees with the help of outdoor establishment. He ensures that staff/worker relations are maintained in harmony and the dock operations are carried out smoothly. He also oversees the work of Timekeeper and ensures that the staff required for different shift workings are made available and are posted as per the pre-planned programmes.

### **LEAVE /MUSTER SECTION, HAMMALLAGE**

#### **● SHED SUPDT. :**

He is incharge of leave section, Hamallage and looks after the leave matters of outdoor

Class III employees and is assisted by 4 Clerk Grade I and 4 Clerk Grade II.

- Clerk Gr. I, for five Dock Parts (outdoor staff) :

They update the leave records in the computer. They prepare the medical mema of the staff, who remain absent from duty due to sickness, as to enable them to get 'FITNESS CERTIFICATE' from Mumbai Port Trust Dispensaries. They distribute the Tax deduction form (16A form), update the Optional Holidays of the employees. Four 2<sup>nd</sup> Grade Clerks & 1 Sorter also work under Leave Section, out of that 2 are utilised for keeping vigil on the overtime working of the staff that is fed in computer vis-a vis sanctioned overtime . They also prepare monthly statements of staff overtime. One 2<sup>nd</sup> Grade Clerk receives all the leave applications of staff from various points and despatch them to concerned Muster Clerk part-wise. One 2<sup>nd</sup> Grade Clerk updates the daily presentee in the computer. One Sorter attached to this section sorts important papers and files them in proper file. so also makes old files available to Muster Clerks to solve the queries, if any. Three 1<sup>st</sup> Grade Clerks assisted by 3 2<sup>nd</sup> Grade Clerks, are responsible for mustering part No. X, XV and XVI.

- **CLERK GR. II, FOR DEALING WITH LEAVE MATTERS :**

They attend to the work of monthly Increment, processing of Encashment application, verification of LTC, Home town claims, Tuition fees, Refundable/ Non-Refundable P.F. Loan, reimbursement of cost of spectacles, society loan etc., bank correspondence regarding outstanding loans and Court Orders for recovery, correspondence regarding allotment, cancellation of quarters, promotion, transfer to other departments & Prepare their service sheets, update personal files, and forward to concerned departments after completion of audit, verification of medical facilities, LTC forms of retired employees, preparation of yearly Confidential Reports, processing of SFNI applications, correspondence regarding various queries of employees Unions, etc., Preparation of leave record, service particulars of employees. Attending employees' enquiry, regarding their charge-sheet memo. Prepare the list of employees due for DPC and ACP along with their relevant papers and attend to the DPC, ACP Committee in its meetings. Despatch all Confidential Reports of tally clerks & sorters to Dy. Manager, Hamallage and ACRs of rest of the employees to Dy. Manager General office for record purpose. Update service records of all employees periodically.

- **MESSENGER :**

Three messengers posted in this section attend to dispatch and other related works and attend to the duties as assigned by the senior and the officer.

### **TIME KEEPER'S SECTION :**

- Shed Supdt. ( Time Keeper ) :

He reports for day shift only. He is overall in-charge of the Time Keeper's office and he has to keep vigil on each and every staff working under him and ensure the posting of the staff at all the working points, the allocation of vehicles etc. He attends to all the queries of the officers & co-ordinate with other departments.

● **SHED SUPDT. (BOOKING IN-CHARGE) :**

He assists the Chief Time Keeper whenever needed. He checks various musters daily and traces out the absentees of the staff and immediately arranges to post the concerned staff against weekly off and absentee. He also makes arrangement for the staff to be available during dock holidays after obtaining prior approval from Dy. Docks Manager, Hamallage/ Traffic Manager. He prepares weekly and monthly rotta – Day, Night & III of the staff i.e. Shed Supdt., Asst. Shed Supdt. (IMP), P&V, Gate Inspectors. He also attends any other work assigned by Chief Time Keeper / Asstt. Manager/ Dy. Manager, Hamallage.

● **SHED SUPDT. (OFFICIATING ARRANGEMENTS) :**

He arranges to prepare the promotion list of various categories after receiving the seniority list from Dy. Docks Manager (Gen.)'s office and makes officiating arrangement against the staff who is on long leave. He directs the staff to undergo yearly medical check-up at various MbPT dispensaries. He also manages to send staff to undergo the various training programme at Port Management Training Centre (PMTTC). Also attends to work assigned by Chief Time Keeper. 1<sup>st</sup> Grade Clerks work under Shed Supdt., Acting Section. They prepare monthly rotta of Asstt. Shed Supdt. (Gates) and 1<sup>st</sup> Grade Clerks (Gates), Weigh Bridge Clerks with the help of Shed Supdt., Acting. They also assist Shed Supdt. in giving daily booking to the staff in Day as well as Night shift against absentees/weekly offs. Also attend any other work assigned by Chief Time Keeper.

● **SHED SUPDT. (ADMINISTRATIVE WORK DAY/NIGHT) :**

They work in Day & Night shifts. They receive letters from various offices in connection with the promotions, long absenteeism, disciplinary actions, allotment of Quarters, explanation of the staff etc. which are forwarded by them to the concerned offices or delivered to the employees concerned under acknowledgements. They also make arrangements to keep shed / gates open during II & III shifts for carting or delivery on request from Agent or CHA. So also attends to any other work assigned by Chief Time Keeper.

● **CLERK GRADE I (OFFICER ROTTA) :**

He works under Chief Time Keeper. He prepares gang chart for Night shift. He also prepares weekly off and Officer's rota and updates the daily attendance and weekly offs of officers in the Computer. Also attends to any other work assigned by Chief Time Keeper.

● **CLERK GRADE I, 3 CLERK GRADE II (EMPLOYEES ROTA  
DAY/SECOND/THIRD SHIFTS) :**

He prepares, weekly Rotta – Day, Night and III shifts of Messengers, Sorters, M.P. Mazdoors with the help of three Clerks Gr. II . . They give daily posting and also posts the staff against weekly off and absentee. They also prepare yearly posting list and transfer list of the concerned staff under the supervision of Chief Time Keeper.

● **CLERK GRADE I (MOTOR LORRY SECTION) :**

Prepares weekly Rotta – Day, Night, III shift of drivers. Posting of the Drivers during

Day, Night shift is done by him. He prepares diesel slip and Vehicle Maintenance Requisition slip. Attends RTO, Taxation and yearly insurance related issues. Monitors drivers attendance and feeds the same into computers.

**● CLERK GRADE I (COMPUTER) :**

Prepares daily vessel list. Also takes out on Computerised printouts of various statements as directed by Chief Time Keeper/Officer.

**● MESSENGER :**

The messengers posted in this section attend to dispatch and other works assigned to them

**2.3. ASSTT. DOCKS MANAGER, HAMALLAGE :**

He is responsible for distribution/allocation of work. He attends to all correspondence of Hamallage Office, indenting of various materials in time and supervision of receipt and supply of various stationery items, uniform clothes and other articles/ personal protective Equipment. He coordinates with officers for early supply of the indented material, completion of disposal formalities in respect of old, outlived jeeps, handcarts, tarpaulins, chowkeys, xerox machines etc. and follows up with Controller of Stores for early disposal. He ensures timely disposal of VIP references, supervision of Hamallage Cash office activities, supervision of various activities at different sections like Motor Lorry Section, Gear Branch, First-aid section, Hamallage Workshop, Ship General Record office, Stationery office. He, in the absence of Asstt. Manager, Labour Admn., keeps supervision over administrative work of shore workers. The duties of Asstt. Manager, Hamallage, in his absence, are looked after by the Asstt. Manager, Labour Administration in addition to his own duties whenever necessary.

**INDOOR ESTABLISHMENT, HAMALLAGE**

**● ASSTT. OFFICE SUPDT. :**

He keeps overall supervision over the working of Hamallage Office and Cashier Hamallage and functions of staff and marks papers to dealing clerks and distribution of work and internal posting of staff. He deals with matter pertaining to parliamentary committee on Welfare of SC/ST, Review meetings, priority issues, issues relating to RTI Act 2005, complaints/grievances of Port Users/public grievances. He deals with matters connected with SC/ST and unions. He also attends to any other matter dealt by other dealing clerks in their absence in exigency.

**● SR. ASSTT. (VIGILANCE) :**

He deals with disciplinary action matters and vigilance work of Class IV outdoor employees. He also deals with matters relating to Central Govt. Industrial Tribunal cases. He

attends to urgent matters pertaining to other dealing clerks in their absence and maintains Hindi register.

● **CLERK GRADE I :**

His duty is to prepare statement of pending disciplinary cases and maintain register for the same. He deals with issuing of show cause memo for minor penalty, giving vigilance clearance for DPC, employees visiting to other countries, retirement. He deals with processing of leave application for foreign visits, resumption on duty. He also deals with disciplinary matters in respect of loss of DEPs. He also attends to other works as and when assigned by seniors.

● **CLERK GRADE II :**

He deals with issuing of show cause memo, processing of resumption application of the employees, maintenance of register of employees away from duty unauthorisedly. He also deals with matters connected with disciplinary actions/enquiry. He also works in the computer section with respect to vigilance work.

● **SR. ASSTT. (GENERAL) :**

He attends to correspondence in respect of tender/contract, repairs to sheds and warehouses. He deals with finalisation and certification of bills for removal of garbage and pest control. He issues indents for stores, plants, gear, new gangways and related correspondence. He maintains purchase register, imprest cash account, accounts of funeral expenses and related correspondence. He deals with requirements/supply of furnitures and equipments and stationery for all the sections. He deals with the disposal of unserviceable materials including old records, newspapers etc. He deals with purchase and supply of new lockers and pumps, handcarts and matters related with monsoon precautions/requirement. He attends to the work of uniform/stitching charges, and also deals with other work in absence of other dealing clerks and works assigned by the superiors.

● **SR. ASSTT (GENERAL-II) :**

He deals with reports regarding fatal accidents and serious accidents occurring in the Docks. He also attends to reporting of minor incidences/accidents/sicknesses etc. He maintains register for union check off system. He deals with the correspondence with respect to preferential employment work. He also attends to miscellaneous jobs as assigned to him by his superiors.

● **STENOGRAPHER :**

He takes dictation from officers and attends to typing work of the section.

● **JR. ASSTT (GENERAL-I) :**

He attends to the issues related to arrangements for passenger/tourist vessels, damage to Port Trust property and related correspondence. He attends to receipt and forwarding of applications for PF advance for shore worker. He maintains record of confidential reports in respect

of Tally Clerk, sorters and attends to correspondence related to their CRs. He feeds into the computer daily attendance and leave of office staff. He maintains Hindi register and also attends to miscellaneous jobs as assigned to him by his superiors.

- **JR. ASSTT. (GENERAL) :**

He attends to matters related to budget estimates, department administration reports, major/minor works etc. and bills for recanning of chairs. He attends to the correspondence related to Docks sanitation, allotment of quarters, eviction orders etc. He deals with the work related to surprise check reports. He also deals with bills related to Sulabh Shouchalayas and related correspondence, applications for change in name and other miscellaneous correspondence and works as assigned to him by his superiors.

- **TCCC (RI SECTION) :**

He maintains inward registration of letters and attends to dispatch work. He attends to maintenance of attendance muster and allied works.

- **TCCC (RO SECTION) :**

He deals with dispatch including postal dispatches, maintains stamp account, outward register.

- **TCCC (TYPING) :**

He attends to typing work.

- **RECORD ATTENDANT :**

He attends to filing of papers and maintenance of records/files.

- **PEON :**

He attends to dispatch and other miscellaneous work/ Staff/ Officers.

## **CASH OFFICE, HAMALLAGE**

- **ASSTT. OFFICE SUPDT (CASHIER HAMALLAGE) :**

He/She collects cash/ Cheques/Momento from FA & CAO's Cash Office and hands it over to the Asstt. Cashier and other clerks for disbursement. Disbursement of Unclaimed Payment of Shore Workers is done under his/her supervision.

- **SR. ASSTT (ASSTT. CASHIER HAMALLAGE) :**

He/She disburses payment such as reimbursement of medical expenses from Imprest

Account, Newspaper bills, Telephone bills, tea & snacks bills of the officers. Payment of funeral expenses to the relatives of deceased employee, etc. is also done by him.

**● CLERK GRADE II- (MEDICAL BILLS) :**

He attends to the work of reimbursement of Medical bills of employees, funeral expenses to the relatives of deceased employee, advances to purchase stationery and various items which are required by Hamallage Section, payment of u

nutilised leave to retired employees, Tea, Snacks & Newspaper bills of officers. He also attends the work of the other clerks in case of work exigencies.

**● CLERK GRADE II (IMPREST) :**

He attends to the work of monthly statement of imprest account and medical bills, stitching charges of staff, scavengers and M.P. Mazdoors, Messengers etc. he remits the amount and pay sheets of unclaimed wages, undertaking of non-employment from the suspended employee. He also helps the other clerks in case of work exigencies. He hands over the unclaimed salary cheques to the serving shore workers so also prepares monthly statements and attends to any other work in case of exigencies

**● CLERK GRADE II (DISTRIBUTION OF CHEQUES) :**

He hands over the final settlement payment cheques to the retired Class III & IV employees including shore workers. He prepares statement of imprest account and forwards the same to the Audit for verification. He distributes silver memento and pension books etc. to the retired employees. He also attends to any other work in case of exigencies.

**● OFFICE PEON :**

He attends to the staff and dispatch work, closing of the office and other sundry works, etc.

**GEAR BRANCH**

**● LABOUR INSPECTOR :**

He supervises water tank positions for supply of water, shifting of chowkies, barricades, flower pots and gears as per requirement. He makes arrangement for passenger vessels, naval vessels. He keeps supervision over the staff in gear branch.

**● CLERK GRADE I :**

He prepares fortnightly statements of handcarts, four wheel trucks and tarpaulins and sends billing advices of mazdoors utilised by the other departments. He also attends to the relevant correspondences.



● **CLERK GRADE II :**

He keeps diary and makes daily entries of the requirement of tractor, forklifts and labour. He deputs labour as per requirements of sheds and offices. He prepares indents of gang/fork lifts for working shifts and feeds the daily attendance of staff into the computer and also details of labour returns for time rate workers (labour) posted at Gear Branch . He prepares daily statements of hand gloves, mouth pads, safety shoes, goggles utilised by Shore workers at the various sheds and working places. He attends to the work of testing of weighbridges and forwards compliance report to Dy. Manager, Hamallage , Dy. Manager, ID and Technical Supervisor, CME department.

● **SORTER :**

He keeps inventory of tarpaulins supplied to various sheds. He arranges for supply of drinking water to the sheds as per the requirements through water tank and attends to the supply of furniture and removal of old records etc.from the sheds/ warehouses/ offices to ships Record at 7 W/H PD.

**HAMALLAGE WORKSHOP**

● **CHARGEMAN :**

His duties are to supervise working of Hamallage workshop, to maintain stock ledgers, to prepare estimates, to issue small store to the staff working under him, to place indents for materials, to issue vouchers etc. He has to visit various points when any requisition is received for minor work.

● **CLERK GRADE II :**

He assists the chargeman in clerical work .

● **CARPENTER :**

The two carpenters carry out carpentry and joining work and they do minor repairs to all wooden furnitures and also prepare small notice boards, name plates etc.

● **PAINTER :**

He attends to painting of sign boards, name plates, steel chairs etc.

● **FITTER :**

He carries out minor repairs to dock gear and attends to repairs of locks and keys (locksmiths), making stencils, repairing bicycles, chairs etc.

- **MP MAZDOOR :**

They assist the carpenters, painters and fitters.

## **STATIONERY SECTION**

- **SHED SUPDT. :**

He is overall incharge of stationery office including sub-offices under stationery section. He supervises receipt of stationery articles, storage and distribution and eventual accountal. He visits Material Manager's office as well as other establishments to ensure expeditious receipt of indented stationery matters and articles. He works under the instructions of DMH/A/M Staff/AM Hamallage. He has to ensure smooth and efficient functioning of stationery office.

- **ASSTT. SHED SUPDT. :**

His main job is to collect uniform cloth after verifying the quantities specified in the challans issued by the Materials Manager. He works under the instructions of Shed Supdt. and supervises the work of Clerk Gr.I and Clerk Gr.II and sorters, messengers posted at stationery office & prepare daily statement of uniform cloth collected by the employees.

- **CLERK GRADE I :**

There are six clerk grade I in this section. They attend to the requirement of stationery such as Xerox, computer stationeries, printing material, printed formats of leave applications, permits, indenting and supply of uniforms and printed stationeries as per the indents placed by the various sections of the department and ensure that timely action is taken in placing indents and receipt of stationery/materials.

- **CLERK GRADE II :**

There are six clerk grade II who assist the six clerks grade I in procurement of printed stationeries and materials, uniforms etc. They assist in correspondence, receipt and distribution of stationeries etc. They also attend to other miscellaneous jobs of the section.

- **SORTER :**

Their duty is to prepare slips with serial nos. and identity card numbers of the employees and fix them on the uniform cloth and articles to be supplied. They prepare a list of employees to whom uniform cloth is to be distributed and inform the Shed Supdt, staff office and Inspector, Labour office regarding availability of new uniform cloth. They also assist in checking the printed material which is to be "checked before use" and initial after noting "checked and found correct".

- **. MESSENGER :**

They carry dispatches to various offices and sheds.

- **MP MAZDOOR :**

He opens and closes the office and also performs other duties assigned by his superiors from time to time.

## **SANITARY BRANCH**

- **SANITARY SUPERVISOR :**

General Supervision over the day-to-day activities of all subordinate personnel. Indenting stores & procurement thereof . Apprising the sanitary conditions to Dy. Manager, Hamallage / Asstt. Manager, Hamallage on daily basis. .

- **. SANITARY INSPECTOR :**

Sectional Supervision over the day-to-day activities in respect of Sanitary conditions. Apprising the condition to the Sanitary Supervisor on daily basis. Supervision of refuse removal work. Forwarding missing reports of the employees to Dy. Manager, Hamallage . Destruction of unfit cargo.

- **CLERK GRADE I, Time Keeper (Sanitary) :**

Taking signature of workers on muster. Making pointwise duty slips of workers and posting duty point. Supply instrument (i.e. one wheel barrow, road brush, hard broom, soft broom, phenyl, bleaching powder etc.) to workers, which are kept in store room. Preparation of garbage M/ lorries challans and log sheets for passing the lorries with refuse garbage. Completing daily statement of man power strength and forward the same to Asstt. Manager, Hamallage. Filling leave forms of workers and T/Rate labour form. Attendance feeding of sanitary staff & workers in computer. Preparing weekly/ monthly rota of sanitary staff. Distributing to workers articles (i.e. soap bars, dusters etc.) every month to sanitary staff. Also distributing articles (i.e. hard brooms, soft brooms, road brush, bleaching powder, phenyl, naphthalene balls, chindi dusters, bamboo, vim packets, etc.) to sub offices of sanitary branch.

- **CLERK GRADE II :**

Posting of Sanitary staff and feeding their attendance & attendance of staff in the systems.

- **SCAVENGER MUCCADAM :**

Monitoring loading of refuse/garbage in m/lorries from various points in docks premises and escorting of garbage loaded m/lorries upto gate and supervision on scavenger so also distribution of shed slips to various sub -offices.

- **SCAVENGER (M) :**

Cleaning of Docks premises including HDDK/MWDK/ sheds, roads and offices so also washing wharves & under ground cleaning of. culvert, drain, manholes, water gully.

- **SCAVENGER (F) :**

Cleaning of Docks offices premises including HDDK/MWDK offices

- **SAFAIWALA MUCCADAM :**

Supervising work of safaiwalas.

- **SAFAIWALA (M) :**

Cleaning of Dock premises, Lavatory blocks/urinals/ drainage/ safety tanks etc.

- **SAFAIWALA (F) :**

Cleaning of drainage of offices.

- **BHISTIS :**

Supplying water.

## **PEST CONTROL SECTION**

- **JUNIOR OVERSEER (IN-CHARGE) :**

He executes the work of pest control. He issues work orders to the Malaria Workers as per chalked out programme. He takes round along with the gang of Malaria Workers as well as Rat Catchers in the section. He arranges to spray insecticides, and fogging work at the likely places of mosquito breeding and rat nuisances. He plans & arranges eradication of mosquito and rat nuisances. He indents and procures required stores items from Stores Department.

- **CLERK GRADE II :**

He attends to the muster job and prepares work orders under the direction of Junior overseer. He also prepares monthly statement of alive and dead rats. He receives telephonic complaints and gives feed back of the complaints to Junior overseer. Also, he feeds attendance details in the computer system. He also attends to dispatchs letters, reports, statements to various offices.

- **SUPERIOR FIELD WORKER/ SCAVENGER MUCCADUM :**

He follows the instructions given by Junior overseer. He moves with his gang and supervises the work and gives feedback to Junior overseer. He is also assigned surveillance work relating to mosquito / rats. He receives and issues gears and plants /kits to workers.

- **MALARIA WORKERS :**

They carry out insecticide spray/fogging work as directed by Junior overseer. They perform surveillance duty also.

- **RAT CATCHERS :**

They control rat population in docks by adopting the method of poisoning the rats in the sheds and open areas and remove and dispose them off.

#### **2.4. ASSTT. DOCKS MANAGER, SPECIAL DUTY (CID)**

- **CID SECTION :**

The main duty of Chief Inspector Docks is to supply heavy lift crane on requisition by vessel agents. Vessel agents are placing indents for heavy lift crane on payment of Port Trust charges. He ensures from engineer of floating cranes and tindel of flat barge to be in readiness. He also informs other departments for taking in and out of the floating crane and also to work alongside the ships. He closely monitors the operation of floating crane and if any change is required in floating crane programme the same is made as per the requirement of user. He makes arrangements for the heavy lift handling gangs available with him. He also supervises loading/unloading operation of the heavy lift packages when floating crane is working. He is assisted by Labour Inspector. He also ensures that proper billing account is sent to Dy. Manager, OSC for enabling him to render the bills for use of the heavy lift.

He also makes arrangements for supply of gangways as and when required by the users upon their written requests. He also supplies fresh water to ships through water meters.

- **LABOUR INSPECTOR, CID SECTION :**

He supervises working of F.C. Shreshtha. He also attends to office work and requisition for CID Mazdoor gangs and processing of papers related to CID.

- **CLERK GRADE I :** He attends to the duties of drafting daily statement, making arrangement for II shift programme of water supply, daily water meter arrangement. He attends to the work of water bills, heavy lift crane serviced certificate and also maintains records of receipts of water supply on daily basis. He also liaises with the Dock Master in obtaining mooring sites in the Docks for the floating craft and flat barges. He maintains and checks inventory of tarpaulins and attends to all miscellaneous work of correspondence and attends to the phones.

- **CLERK GRADE II :**

He assists the Clerk Grade I in preparation of periodical /daily heavy lift crane supply statements and water supply statements. He prepares roster for MbPT barge crew and attends to booking of crews for barge working. He also prepares duty slips for water supply lascars and gives

booking to them for day and second shift, maintains ledgers and visits various water supply points and attends to any problems arising therefrom.

- **WATER SUPPLY LASCARS :**

They attend to the water supply duties and also work as syrang. They arrange for water meter connection at the supply points. They supply gear. They attend to the work of opening and closing of offices, carrying messages to various places. They also attend to water supply by water tankers. They obtain receipt from the vessel owner/agent for the water supplied to the vessel. They supply gangways to the passenger, naval and cargo vessels as & when required. They also join kiwis to hose pipes / water pipes as & when required.

- **HEAVY LIFT WORKERS (GANGS) :**

Three gangs from amongst the shore workers are picked up and placed under the charge of Chief Inspector, Docks to work with heavy lift crane and to handle heavy lifts.

## **RAIL BORNE TRAFFIC SECTION (R.B.T.)**

- **LABOUR INSPECTOR GRADE I :**

He arranges to supply Mobile Gear as per the requirement and as per the directions of Dy. Docks Manager, Indira Dock. He attends vessel operation meetings and receives directions from Dy. Manager Cargo Accountal about the Mobile Gear position and allotment of Mobile Gear to the vessel. He supervises staff.

- **CLERK GRADE II :**

He prepares daily statements and makes arrangement of Mobile Gear programme for II, III and Day shift as per requisition from various points. He feeds the daily programme in IPOS system for online booking. He prepares monthly statements of bills.

- **SORTER GRADE II :**

He prepares daily programme of mobile gear after obtaining information about mobile gear position. He takes daily rounds of working points . He gives posting to mobile gear driver.

## **2.5. ASSTT. DOCKS MANAGER (LABOUR ADMN).**

Asstt. Manager, Labour Administration is responsible for distribution/Allocation of work. He has to attend to all correspondence of Labour Administration. He keeps supervision of all administrative work in case of Shore Workers such as maintenance of leave record, drawal of annual increment, drawal of financial upgradation under A.C.P. scheme, promotions of shore workers, processing of LTC advance, P.F. advance, HBA, motor vehicle advance, computer advance etc., processing of terminal benefits to the shore workers who are retired / expired while in service. He is responsible for drawal of monthly wages alongwith piece rate premium payable to Shoreworkers in time, maintenance of various statistical reports, co-ordination with various

departments to solve the problems that may arise on day to day working, attending courts/RLC on various labour disputes/problems and cargo related issues. He has also the additional duty of **Departmental Enquiry Officer** and therefore conducts enquiries pertaining to Class-IV employees for their misconduct as provided under Conduct Regulations 1976. Timely disposal of enquiry cases in terms of CVC guidelines are adhered by him.

He is responsible for maintaining service records of Shore workers so also payment of monthly wages to Shore Workers under piece-rate and incentive schemes and forwarding output certificates of cargo handled by the Shore Hook Gangs to Crane & Dock Machinery Section (Indira and P & V Docks) Mobile Crane Section (MCTR) for the payment of Piece-Rate premium admissible to Mobile crane/ tractor drivers,. Computation of premium payments in respect of T/C, Shed Supdt. (I/E), Labour Supervisor and staff posted at shed. He monitors that the required data is fed into computer system at respective sheds and the details of cargo handled by Shore hook gangs are data entered in computer system and supplied on-line to OBL Section. The Administration wing has two sections I) Labour Establishment -Indoor Section, II) Labour Establishment -Outdoor Section functions. He has also to maintain the statistical records of the cargo handled by the departmental labour.

### **LABOUR ESTABLISHMENT (INDOOR SECTION)**

Following are various types of matters which are being handled in this section.

#### **Asstt. Office Supdt.**

He supervise all functions of New Labour Office and staff members and deals with the important correspondence and references received from the offices of Dy. Chairman/ Traffic Manager/ Dy. Manager, Hamallage .

#### **Sr. Asstt. - 1**

**Income Tax Section** – The employee who desires to avail the rebate in Income Tax submit an application alongwith the supporting documents. On scrutinisation and the approval of Asstt. Manager, Labour (Admn), the details thereof are entered in the register and the bunch of cases alongwith the register are forwarded to the Incharge, Computer Section for computerisation.

**ACP & Promotion Section** – The seniority register and roaster are maintained for effecting the promotions for the post of Morpia & Cart Wagon Unloader against the vacancies arising due to retirement or death of an employee.

Implementation of ACP scheme in respect of the Dock Shore Workers on completion of 12/24 years qualifying service who was not given promotion.

The proposals are prepared for ACP and for promotion for obtaining the approval of DPC/DSC & after sanction of competent authority ACP benefits/promotions are given to eligible employees.

### **Jr. Asstt. - 3**

**Housing Loan** – As per the existing rules, the limit of housing loan to be granted to an employee is 50 times of his basic pay. The employee submits his application in the prescribed format (LA-1) alongwith the required documents. The application and documents are scrutinised and the same are forwarded to FA&CAO for further necessary action.

**Computer Loan Section** – As per the Traffic Manager's orders dated 28.2.2004, an advance is restricted to Rs. 35,000/- so far as Shore Workers are concerned. To avail the advance, the desirous employee has to submit the application in the prescribed format (LA-2) alongwith the quotation, P.F. slip, salary slip, etc. which is, forwarded, after due scrutiny, to the TM's office for obtaining Traffic Manager's approval through the Dy. Manager, Hamallage. On receipt of the Traffic Manager's approval the same is forwarded to FA&CAO for sanction and payment through ECS in the monthly salary of the employee under intimation to the employee and this office.

**Leave Travel Claims Section** –The Home Town address declared by the employee in prescribed form (LA-3) is forwarded to TM's office for Traffic Manager's approval. The employee is eligible for LTC for visiting his native place alongwith his family members once in two years period and for Bharat Darshan once in four years. The eligible employee submits his application in prescribed format (LA-4) with the Journey tickets for verification. The same are forwarded to FA&CAO for audit verification & reimbursement thereof.

**Tuition Fees/Scholarship Section** - The employee submits the application in prescribed format (LA-5) alongwith the original receipts for tuition fees, duly attested by the principal of the school. The payment towards applications are processed and forwarded to the FA&CAO for reimbursement of tuition fees.

The employee submits the application in prescribed format (LA-6) for claim of scholarship for their children for higher education alongwith the details of payments made to the colleges, which is, on scrutinisation, forwarded to FA&CAO for audit verification and payment thereof.

**S.D.L.A. Section** – On receipt of sanction of the Addl. Docks Manager, the same is forwarded to the Incharge, Computer Section for regularisation of S.D.L.A. and recasting the leave availed by the employee who met with an accident while on duty.

To attend all types of correspondence and statements of the New Labour Office.

To prepare programme to solve the anomalies.

### **Jr. Asstt.**

**P.F. Advance Section** – The needy employee submits the application in prescribed format (LA-7) for granting P.F. Advance refundable/ non-refundable alongwith the documents such as wage slip, P.F. Slip, details of expenditure for marriage or thread ceremony, etc. The P.F. advance is also



granted for the purchase / repairs of house at local/ native place or for meeting the expenses of higher education of the employee's children. The applications, duly scrutinised and recommended by Asstt. Manager, Labour (Admn) and after approval of Dy. Manager, Hamallage, are forwarded to FA & CAO's, PF Branch for sanction and crediting an amount of P.F. advance to employee's Bank account through ECS.

### **P.F. Nomination -**

The employee submits the application in prescribed format (LA-8) for nomination to his P.F. account. The same are scrutinised and recommended by the Asstt. Manager, Labour (Admn) and forwarded to FA&CAO for further necessary action.

**Leave Encashment** – The employee submits the application in prescribed format (LA-9) for leave encashment. The same, after scrutinizing, is submitted to Asstt. Manager and on obtaining his recommendation, it is forwarded to FA&CAO for final payment through ECS.

- **T.C.C.C. – 7**

- **Muster Section** – The muster clerk draws the increments, issue call up memo (away notices) in prescribed format (LA-10) in respect of employees who remain absent unauthorisedly. Service certificates are issued on verification of service particulars in the prescribed formats (LA-11). Reimbursement of medical expenses, medical registration of employees and his spouse and children, application for quarters occupation, society loan application, spectacles reimbursement, Housing loan from private institution etc. are processed. They also deals with preparation of proposals for consideration of promotion, ACP, special increment for S.F.N.I., special casual leave, special disability leave, change in name, noting of adverse remarks in the history sheet, personal file of the employees and attend departmental enquiry conducted against the charged sheeted employee as Prosecution Witness during the proceedings of enquiry at Hamallage office. They issue relieving mema and informal mema in respect of redeployed / transferred / retired / expired / removed employees and forward personal files to F.S.P.R. Section for leave verification and settlement of the terminal dues. They process applications for medical registration, change of dispensary and addition/ deletion of the family members in respect the employees on payroll and option form for payment of Rs. 150/- towards the medical expenses in respect of ex-employees.

Adverse remarks /disciplinary actions/ penalty orders such as withholding of increment, etc. are noted in the History sheet by the Muster Clerk and a copy thereof is sent to Incharge Computer / R.M.P. Section. A copy of the adverse remark/ penalty order is filed in the personal file of the employee.

- **Recovery against Court P.O., Bank P.O. and Special Recovery Officers (S.R.O.) Orders**

After receipt of Court/ Bank P.O. and S.R.O.'s orders, the concerned clerk verifies and obtains the earning/ deduction particulars for the previous six months from R.M.P. Section

and submits to Asstt. Manager, Labour (Admn.) through AOS Labour (Admn.). Asstt. Manager, Labour (Admn.) ,depending upon the net salary of the employee, issues orders for recovery through the employee's monthly salary by R.M.P. / Computer Section. The amount so recovered is remitted Bank/ Court/ Pathpedi concerned through FA&CAO. If the recovery is not possible in terms of Minimum Wages Act, the concerned bank is informed accordingly.

- **TYPIST- 1** Typing work.
- **RECORD CLERK- 1** Maintaining all types of records, The indents for stationery items for official use. Maintaining all personal files/service sheets / important files.

- **Record Attendant – 1**

He arranges all types of letters according to I/C Nos. of the employee for filing the same in personal file of the respective employees. He maintains the record of various handfiles as per subject matter.

- **Office Peon - 2**

Office peons attend to the Asstt. Manager, Labour (Admn) and staff members so also maintains personal files of the employees on payroll, duly arranged identity cardwise( I/C No) and stored in the steel cupboards.

## **LABOUR ESTABLISHMENT (OUTDOOR SECTION)**

- **Chief Inspector, Labour (Admn) – Gr. I**

He is overall Incharge of the section and responsible for submission of various statement in respect of Piece work, ship card, index, manpower and issuing replies to various letters in consultation with Asstt. Manager, Labour (Admn).

His duties inter alia consists of submitting papers regarding Bank/ Court recovery to Asstt. Manager, Labour (Admn)/ Dy. Manager, Hamallage, attending court as per orders of Asstt. Manager, Labour (Admn) with assistance of Labour Inspector, Gr. II and advise and guide shore workers regarding administrative problems.

- **Labour Inspector, Gr. II**

Attends court matters as per order of Asstt. Manager, Labour (Admn) and CIL (Admn) and assists the CIL, Labour (Admn) in day to day office work.

● **FINAL SETTLEMENT OF PAY ROLL SECTION (F.S.P.R.) (01 Asstt. Shed Supdt., 16 Clerk Gr-I & 01 Messenger )**

Final settlement of Shore workers, who have ceased to be in MbPT service owing to retirement, resignation, incapacitation, removal, deletion of name from the muster roll, etc. is mainly dealt by the Section. The settlement in respect of Shore workers who are transferred to other departments is also dealt by the section .

Service particulars, showing the Name of the Shore worker Designation, Identity Card No., Date of Appointment and Promotion, the last pay drawn, Local & Native Place Addresses, Cause and Date of Termination of Service and other information are furnished by Labour Establishment in the service sheets which are attached to relevant Personal files after due audit verification.

The arrangement clerk of FSPR Section distributes the Personal files to FSPR clerks.

Statement of Less/Excess payment, leave and increment, irregularities during the span of employment (specimen computer sheet). Statements of Recoveries of Rent for Quarters, Electricity Charges, Provident Fund and Festival Advances, Less/Excess Recoveries of Provident Fund Contributions, balance of consumers and Credit Societies, Diet Charges of Port Trust Hospital etc. (Specimen cyclostyled). Form No. G-63 F B/1 & Statements of Leave Without Pay are prepared on the basis of by entries in the Job Card by this Section Qualifying service of the employee for calculating Pension and Gratuity is determined as under :

- His service in casual pool is restricted to a period by which it exceeds four years and the period under four years is ignored.
  - His service in 'B' and 'A' category less the number of days of leave without pay during the period.
  - Statement showing the earning particulars for the last twelve months prior to retirement etc. in respect of employees governed by Provident Fund Scheme and for 36 months in case of employees governed by Pension Scheme (cyclostyled specimen) are prepared by FSPR clerk.
  - The less/excess payments arising out of regularisation of leave etc. are calculated and noted in the respective monthly Job Cards, bunched in the personal Job Card files that are received from Record Section.
  - Final Settlement of Pay Roll is prepared alongwith the allocation statement on basis of payment and recovery statements duly verified by Hamallage Audit.
  - Following forms in respect of Provident Fund and Pension Claims are filled in and forwarded to FA&CAO's Provident Fund / Pension Branch.
1. Grant of Family Pension & Death cum Retirement Act, 1972 [Computerised Format LA-12]
  2. Provident Fund Record Form No. G 55 F/Rev [LA-13]
  3. Pension and Gratuity Form (F) Form No. G 113 F [LA-14]
  4. Pension Form Family Particular [[Cyclostyled Form LA-15]
  5. Pension Form Statement of Family Members [LA-16]
  6. Pension Form (E) Form No. G 112 F [LA-17]

7. Death-cum-Retirement Gratuity Nomination Form Form No. G 107 F [LA-18]
8. Nomination for Payment of Arrears of Pension [Cyclostyled Form LA-19]
9. Nomination for Payment of Arrears of Commuted Value [Cyclostyled Form LA-20]
10. Form of particulars of family of the Deceased Employee [Cyclostyled Form LA-21]
11. Form of Certificate of Death and Heirship [Form No. D-1403 F LA-22]
12. Consent Letter NOC to payment of PF unclaimed wages [Cyclostyled]
13. Will Declaration Form [Cyclostyled Form LA-24]
14. Vigilance Clearance Certificate English / Hindi [Cyclostyled LA-25, LA-26]
15. Indemnity Form [Cyclostyled Form LA-27]
16. Statements of Less/ Excess Payment [Computerised Sheet LA-28]
17. Statement of Rent Recoveries for Quarters [Cyclostyled Format LA-29]
18. Photo Attachment Forms [Cyclostyled Format LA-30]
19. Worksheet for Unutilised E.L. Payment [Computerised LA-31]
20. Per Pay statement of 90 days [Cyclostyled Format LA-32]
21. Brief History Form [Cyclostyled Format LA-33]
22. Qualifying service statement for calculation of Gratuity [Cyclostyled Format LA-34]
23. E.O.L. Statement [Cyclostyled Format LA-35].
24. Statement showing Average Emoluments for last 10 months [Cyclostyled Format LA-36]
25. Statement showing Average Emoluments for last 90 days [LA-37]
26. NOC from B.D.W.S. Co-Op. Society [Cyclostyled Format LA-38] + MbPT Co-op. Credit Society + Mumbai Dock Labour Board Co-op. Credit Society
27. Grant of periodical relief on pension [LA-39]
28. Verification of leave forwarded to Hamallage audit [2 Forms Computerised LA-40/41]
29. Quarter vacation memo [Computerised LA-42]
30. Re-deployment file forwarded to A.O.S., Labour (Admn) on completion of F.S.P.R. [LA-43]
31. Recommendation of grant of gratuity (for removal cases) in format No. G/2 F/Rev [LA-44]
32. Identification memo in format No. G 75 F [LA-45]
33. Unclaimed wages in format No. G 58 F [LA-46]
34. Letter of intimation memo to retired employee to collect payment (pending dues) [Cyclostyled LA-47]
35. Payment of unclaimed dues to be transferred to Spouse name after expiry of retired employee [LA-48]
36. Mandate Form for Pension payment through (ECS) (LA-48A & 48B)
37. Form of Life Certificate/Employment/remarriage declaration in case of expired employee (LA-48C)

● **SHIP CARD INDEX SECTION – (02 ) Clerk Gr. II**

1. Data for preparing statement of ship card index is collected in prescribed cyclostyled form LA-49] from the Log Book maintained at the berth .

A statement in the prescribed proforma (III) in respect of vessel performance is forwarded to Planning & Research Department (Cyclostyled format) for each vessel berthed in the docks for cargo handling operations. The statement shows the number of hours the vessel at the berth, time lost owing to reasons mentioned in the proforma and the number of hours worked by the vessel [LA-50].

It also gives an account of the tonnage loaded/ unloaded, number of Shore, Stevedore and Contractor Gangs employed and the number of shifts worked by the vessel. .

2. Statement showing of details of working / Non working Time of the vessel is forwarded to P & R in format No. 15 on Daily/ Weekly basis. The statement shows Name of the vessel, IGM No., Exp. Rot. No., Berth No., Cargo Class, Type (loaded/ unloaded), Work Commenced/ Work Completed, DD, MM, YY, HRS., Quantity handled, Non-working Time and Idle Reason Code [LA-51(A)].
3. Statement of Ship Card Index cargo particulars is prepared in Format No. 16 (2) and forwarded to Planning & Research on Daily/ Weekly basis [LA-51(B)].  
This statement shows Shed No., Vessel Name, IGM No., Rot. No., Pkgs. & Description, Cargo Code, Loaded/ Unloaded Pkg. Type, Quantity, Origin, Midstream berth, Public, Pvt. Container Nos. in TEUs and container particulars Imp/ Exp status 20' 40' ETY/Loaded.
4. Statement in respect of monthly deployment gangs in cyclostyled format is forwarded to Processing Section on monthly basis. This statement shows Indented / Allotted gangs shift-wise [LA-52].
5. Statement in respect of Mandays lost on account of Union meeting/ stoppage in cyclostyled format (A) is forwarded to Deputy Manager, Hamallage on monthly basis. This statement shows stoppage of work/ Working period of Shore Workers for period/ Time and reason for stoppage of work, Name of Union [LA-53].
6. Statement in respect of strike period in cyclostyled format (B) is forwarded to Dy. Manager, Hamallage on monthly basis. This statement shows strike declared by Name of Union, Date and Time, Reason for demand and efforts to fulfill the demand and loss of mandays due to strike and remarks if any [LA-54].
7. Statement in respect of stoppage of work by OBL labours and Shore Workers in cyclostyled form K is forwarded to Dy. Manager, Hamallage on monthly basis. This statement shows Date and Shift, Late Arrival, Shed No., Number of Gangs OBL/Shore Workers, Loss of mandays due to stoppage of Work [LA-55].
8. Statement in respect of strike stoppage in cyclostyled format is forwarded to Dy. Manager, Hamallage on monthly basis. This statement shows categories of workers on Strike, No. of Workers stopped work, Date, Duration of stoppage of work, Mandays lost, Effects of strike on port operations, Reasons for stoppage of work and how resolved [LA-56].
9. Statement, in cyclostyled format is forwarded to Traffic Manager and Dy. Manager, Hamallage on quarterly basis. This statement shows quarterly report on mandays lost by MbPT due to strike/ stoppage of work by other agency like Transporters, CHA [LA-57].
10. Statement in cyclostyled format is forwarded to Traffic Manager and Dy. Manager, Hamallage on quarterly basis. This statement shows total No. of strikes/ stoppage and total No. of mandays lost due to strike/ work stopped MbPT/ OBL [LA-58].
11. Statement in respect of administrative report in cyclostyled format is forwarded to Dy. Manager (Gen) on yearly basis. This statement shows mandays lost during the financial year on account of meeting/ stoppage [LA-59].
12. Statement in respect of administrative report in cyclostyled format is forwarded to Dy. Manager (Gen) on yearly basis. This statement shows loss of mandays caused by other factors than stoppage/ strike by labour [LA-60].

● **STATISTICS SECTION (01) Gr . I & (01) Clerk Gr. II**

The main functions of this section are :

- To prepare annual statement in respect of output vis-a vis datum lines of cargoes handled by departmental Shore workers for incorporating in the Administration Report, prepared in computerised format, is forwarded to Director, P & R . This statement shows total tonnage handled by shore workers and their piece- rate earnings.
- To prepare labour productivity statement in computerised format and forward it to Director P & R on monthly/ quarterly/ half yearly/ yearly basis. This statement shows output tonnage handled, cargo commodity wise and datum line wise during the effective period.
- To prepare monthly statements of output tonnage in computerised format & forward it to Director of P&R. This statement shows output handled by shore workers giving details of total gang hours worked, output of cargo handled, total idle hours.
- To prepare statement of statistics relating to Port operation in computerised format & forward it to Director of P&R on monthly, quarterly, half yearly, yearly basis. This statement shows average output per hook, average tonnage handled by Shore Workers per hook, per shift, tonnage handled per worker per shift datum line wise for the purpose of incorporating the same in annual administrative report.
- Statement showing total piece work earnings of shore workers is prepared in computerised format & and forwarded to Director P & R on yearly basis for the purpose of incorporating the same in annual administrative report. This statement shows monthly piece rate earnings datum line wise alongwith details of stuffing/ destuffing and container handled by shore workers.
- Reconciliation statement is prepared in computerised format for the purpose of incorporating the same in annual administrative report. This statement shows monthly shiftwise hook gangs, No. of MCTR Gear, tonnage handled by MCTR Gear Iron & Steel Piece rate.
- Statistical statement of Piece Rate and Time Rate earnings categorywise is prepared in computerised format for the purpose of incorporating the same in annual administrative report. This statement shows monthly piece rate amount/ time rate amount and highest gross wage, highest net wage, highest piece rate amount including preparation of statement of Piece Rate in computerised format for the purpose of incorporating the same in annual administrative report. This statement shows monthwise, shiftwise, shedwise, vessel wise piece rate.
- Statement showing highest piece rate category wise is prepared in computerised format for the purpose of incorporating the same in annual administrative report. This statement shows highest piece rate gang wise, shed wise.
- 0/10 statement prescribed computer format LA-61 is prepared manually & forwarded to Hamallage Audit on monthly basis for the purpose of incorporating the same in annual administrative report. This statement shows total shore worker wages, piece rate, O/T.
- Statement of manhours worked by shore workers on piece rate/ time rate prepared manually & forwarded to Traffic Manager's office on monthly basis for the purpose of incorporating the same in annual administrative report. A copy of the statement is forwarded to Port Safety Cell. This statement shows shift wise manhours worked prepared in prescribed

computer format LA-62.

- Statement of Absentism is prepared manually and forwarded to Traffic Manager's Office on monthly basis. This statement shows No. of shore workers category wise drafted, deployed and absent for the purpose of incorporating the same in annual administrative report prepared in prescribed computer format LA-63.
- Monthly statement showing the expenditure on account of overtime is prepared manually and forwarded to Dy. Manager (Gen) on monthly basis. This statement shows expenditure incurred month wise vis –a –vis expenditure incurred during the corresponding month of previous year, cumulative expenditure incurred upto the end of the month, cumulative expenditure incurred upto the end of corresponding month of previous year & reasons for increase, if any, in computer format LA-64.
- Statement in respect of monthly deployment of labour is prepared in computerised format.
- A statement showing labour strength is prepared manually & forwarded to Traffic Manager's Office on monthly basis. This statement shows labour strength category-wise, sanctioned strength, present strength of SC/ST/General and re-deployment of shore workers to other Departments.
- A statement showing particulars of reservation of SC/ST is prepared manually and forwarded to Dy. Manager (Gen) on quarterly basis. This statement shows reservation of SC/ST category wise, No. of employees, existing post occupied by SC/ST.
- Statement showing No. of clear vacancies to be filled in is prepared manually Annexure NVI & forwarded to Dy. Manager (Gen) on quarterly basis. This statement shows details of optimum strength, actual strength & No. of vacancies.
- Statement showing staff strength is prepared manually and forwarded to Dy. Manager, Hamallage on half yearly basis. This statement shows category, designation pay scales, optimum strength after SVRS-2001, present operated strength, No. of ex-serviceman, No. of persons belonging to minority community, age wise distribution of operated strength, length of service of employees in operated strength, No. of employees in operated strength. Vacancies Vis-a-vis optimum, strength ,backlog, period for which the post lies vacant, total expenses on salary and wages.
- Statement in respect of details of Training imparted is prepared manually and forwarded to Dy. Manager, Hamallage on half yearly basis. This statement shows Name of Post/ Designation, Training Programme, Name of the Institute, Period of Training, Expenditure incurred, whether knowledge acquired on training is gainfully utilised.
- Statement showing appointment of person in visual disability is prepared in format Group D and is forwarded to Dy. Manager, Hamallage on yearly basis. This statement shows Name of the Post, Group of post, Total No. of post, No. of employees working as on date, actual recruitment year.
- Statement regarding representation of person with disability is prepared in prescribed format and is forwarded to Dy. Manager, Hamallage on yearly basis.

● **DESPATCH SECTION- 02 Clerk Gr.II, 2 Messengers & 1 M.P.Mazdoor**

The letters and documents from various offices and individuals are received and entered in Inward Registers and forwarded to the Sections concerned. The outgoing despatch is entered in the Outward Register, numbered and forwarded to offices and the individual concerned.

- **RECORD SECTION (5<sup>th</sup> floor) (01) Clerk Gr. I, 01 Clerk Gr. II & 3 Messengers.**

Files of various documents such as piece work labour form, cart wagon unloader premium forms etc. are prepared after arranging these forms date, shift and shed wise. Monthly Jobcards of the mazdoors are arranged serially and filed in a bunch of 200 Jobcards each after disbursement of wages. After verification of the entries in respect of piece rate earnings and other wages by Hamallage Audit. The bunches are split and the Jobcards are filed in personal Job card files at the end of the year. These records are maintained and made available for official purpose as and when required. The records are stored for three years and thereafter shifted to S.GRO after passing remark in record register.

- **Labour Office Processing Section : 02 Labour Inspectors Gr. II, 16 Clerk Gr.II & 1 Messenger**

Receiving and Distribution of the Hooks - All the processed hooks and piece work labour forms with the relative documents such as Time Chart of Piece Work returns and Tally Sheets ( D 704 F ) Processing Sheet Summary Chart ( D -1368 ) Piece work processing Sheet ( D 1370 F/R ) and the Tally Sheets, received from each Shed, are Checked and compared in hook chart register ( D 257/F/1 BK ) to ascertain the receipt of the same in full by the receiving clerk on despatch table. Import/Export hooks are segregated by the messengers and if dock cranes are used such hooks are also separated and forwarded to Out-put Certificate Clerk/MCTR Clerk to prepare output Certificates of crane (D 674 F/ Rev) [LA-78] including the QGC. Which forwarded to inspector, processing section who check the particulars furnished in Out put Certificates MCTR and signs the same and puts the stamp “ P A “ for Import/Export hooks. These hooks after stamping are forwarded to “ ODD EVEN “ table. Here the hooks are sorted out according to odd and even dates. A register is maintained to know the movement of the Hooks.

The bunch of hooks are forwarded to computer Section to prepare Piece Rates and Premium statements of the concerned staff and labours i.e. a (Statements of Piece Rate for Labour) SSR (Shed Staff Returns) Premium for Shed Supdt, Asstt Shed Supdt (I/E) and Labour Supervisor TCR (Tally Clerks Returns) premium for tally clerks relievers and table clerks). Computer Section, after preparing Piece rates and premium Statements, sends whole bunch alongwith the statements to Odd Even Table. The clerk at odd even table forwarded the whole bunch to Audit Table Clerk. Here, again sorting of the hooks is done as PA- Odd, PA Even ( For Vessel hook) PAC ( for all Stuffing / Destuffing Hooks ) in outlying areas upto FRB after the FRB PACD. After sorting, the hooks are forwarded to Hamallage Audit through despatch for Audit verification. Hamallage Audit after verification, sends back all the hooks to processing section. All disputed hooks are sorted out and necessary correction are carried out (reprocessed) by computer section and again forwarded to Hamallage audit for re auditing. After re auditing the hooks are returned to processing section. All the hooks are forwarded to record section for recording.

- **M.C.T.R. SECTION - 1**

M.C.T.R. Forms (in duplicate) premium piece work labours forms and output certificates for mobile gear ( D 735 B/Rev) are received from the Sheds along with the hooks. Labour Inspectors, processing Section, verify and marks the Cargo handled by the various mobile gear on tally sheets. The whole bunch including M.C.T.R. is forwarded to M.C.T.R. Clerk, who, based on the marking at L/I on tally sheet, calculates the tonnage handled by the mobile gear and fills in



M.C.T.R. forms and processing sheet. The whole bunch is thereafter forwarded to computer section for noting in computer for obtaining statistical report i.e. tonnage handled by the mobile gear, which is forwarded to Hamallage Audit alongwith the hooks. After audit verifications, one copy of M.C.T.R. is forwarded to Supdt. (DM I/D) for calculation of premium to mobile gear drivers and Other copy is recorded. Original copy of output certificates for dock cranes is separated from the hook after audit verification and sent to M.C.T.R Clerks who in turn dispatches the same along with the Copy at M.C.T.R to Supdt. (DM ID)

### **Premium for Cart Wagon Unloaders SECTION- 3 Clerks Gr.II**

Two copies (Original & Duplicate) of Premium Piece Work labour forms (D 737B) are received from Shed by C.U. Clerk. Cart Wagon unloaders are posted as per rotation (6 ID to BPX – 1st Zone , 7 ID to 22 ID - IInd Zone, VD Section – IIIrd Zone , P.D. Section - IVth Zone , Frere Basin – Vth Zone, MOD - VIth Zone, STP – VIIth Zone) to carry out the work of unloading export cargo from trucks. Computer No. is given on the labour forms and the original forms are sent to computer section for marking attendance. Duplicate forms are checked with a copy of the Gate Register (D –137F) and actual tonnage handled are calculated and the whole bunch forwarded to computer section. Computer section takes out the premium sheet after feeding tonnage on a computer and sends, the same back to C.U clerks.

This whole bunch is forwarded to the Hamallage Audit for the Audit Verification which is recorded on receipt from Hamallage Audit.

#### **● HOOK DETACHMENT SECTION – 03 Sorters**

Audited Hooks received from the Processing Section sorted out Import and Export wise separately in the section.

Import hooks are detached by sorters and import tally sheets are arranged date, shift and vessel wise.

Export hooks are also detached by sorters in the section and Export tally sheets are sent to Processing Section for dispatching to SGRO 7 W/H PD.

Labour forms are detached from the hooks, sorted out date, shift and vessel wise and month-wise bunches are prepared and sent to Record Section for preservation for 3 years.

MCTR and Dock Crane Certificates are detached from the hooks and sent to Processing Section for despatch to concerned Mobile Crane Section and Wharf Crane Section, Yantra Bhavan, Hydraulic Section for premium payment to Mobile Crane/ Tractor /Fork lift drivers.

#### **● Registered Mazdoor Paysheet Section ( RMP ) - (01) Clerk Gr. I & 05 Clerk Gr.II**

##### **● Small Family Norm Increment (S.F.N.I.) -**

SFNI working sheets are prepared and forwarded to Hamallage Audit for audit verification which are subsequently on receipt from audit are sent to computer section for further action.

##### **● Special Disability Leavead Adjustment (S.D.L.A.) – After receiving Addl Docks Manager's sanction, S.D.L.A. Working sheets are prepared as per the procedure in vogue.**

Payment of Arrears -1) To draw arrears in respect of the employees suspended soon after revocation of suspension & resumption on duty.

2) Arrears of payment, if employee's increment is not given properly,

3) Recovery of payment, if excess payment is given to employee

Salary Certificate - For 1 year, for 3 years. Society Form - 1) Deduction of society dues.

2) Society's interest slips are distributed to RMP Section

3) TDS Forms are distributed to RMP Section

Any other queries during work are solved by In-charge including supervision of all staff in the section.

- **Despatch Section- 01 Clerk**

1) To receive despatch from A.O.S. (Labour Admn), Head Office, Hamallage / Audit Offices etc.

2) To register Inward correspondence with, numbers so also Outward correspondence with numbers.

3) To distribute letters to In-charge-RMP, concerned RMP Clerks and In-charge Computer Section.

4) After completion necessary action to return the letters to Labour (Admn) office by despatch and some letters to file.

5) To sort out / file Shore Workers payment slips alphabet- wise, gang-wise, and distribute the same to Shore Workers at the end of the month.

6) To despatch monthly payment deduction statements to Chief Inspector Labour (Admn) / Office Supdt. (Ham/Audit) at the end of the month.

7) To assist Bank PO/ Court PO, Clerk and others.

- **Postal recurring Saving Scheme (PRSS)**

To open P.R.S.S. New Account by filling up the forms for membership & forward the forms to Head Office and Post Savings Office at Ballard Pier. On maturity, sends to S.B. 7 form at Head Office when maturity date is over. To inform to all members by circular to collect their S.B. 7 forms and receive maturity amount from P.R.S.S. Office.

- **BPT Co-op. Society, BDWC Society and other Services**

Deduction statements, in duplicate, received from MbPT Rajas Nagar Co. Op. Consumer Society, MbPT Kamgar Wadibunder Chawl S. Mandal Ltd., MbPT Timber Depot Sahakari Grahak Mandal Ltd., MbPT Employees' Consumer Co-Op. Society-Mazgaon, MBV Kamgar Sahakari Grahak Mandal Ltd., MbPT Wadala Colony Sahakari Grahak Mandal Ltd., MbPT Godi Kamgar Sahakari Patpedhi Ltd. & MbPT Karmachari Sahakari Sahyog Society Ltd. are forwarded to Computer Section for taking proper note in the computers where after the list is returned to RMP Section. All society's checks list come from Computer Section. Clerk, checks society's list part-wise and also check employee's payment, Absentee, Transfer, Retirement Expiry, etc.

All society's total is compared with summary total and then despatched to Ham/Audit . Also society's forms are also verified by R.M.P. Section.

- **Quarters / Suspended / VPF**

Quarters - To receive quarter occupation, vacation letters and take entry thereof in Register Book. Then, calculate HRA and Rent. To send it to Computer Section for recovery. On noting the recoveries by Computer Section, they are despatched to Asstt. Office Supdt., Labour (Admn).

Subsistence allowance - To prepare paysheet in respect of suspended shore workers and despatch the same to Ham/Audit for auditing. To prepare payment slips in respect of suspended shore workers and take note thereof in the Register.

V.P.F. - To fill up 'A' form for starting new account, 'B' form for stoppage or decrease in VPF and 'C' form to increase VPF and forward them to Asstt. Manager for final sanction and to note in the respective register. Then register is forwarded to Computer Section for deduction/stoppage/decrease of VPF.

- **Bank PO/ Court PO/ PF**

Bank PO & Court PO - On receipt of letter from Bank/ Court for loan recovery/ stoppage of payment, the same is given to Bank P.O./ Court P.O. / P.F. Clerk, who in turn checks whether the Bank document is mainly for Bank Recovery or Stoppage of Recovery. If it is a Bank Recovery, he enters it into the Register of Bank P.O. and if at all it is a Court P.O., he enters it into the court P.O. Register. At the same time it is also entered in one more book i.e. the Deduction Book which is maintained every month and given to the Computer Section for deduction and after deduction the books are returned. On receipt of the books, it is again checked and the balance amount, if any, is carried forward.

The same procedure is followed in respect of Court P.O. A register is been maintained. Regarding the Stoppage of Recovery forms, the forms are checked properly. The date, the signature, the TM/LB(I) No. and the bank name is also checked properly and according to the I/C No. and Name, the posting is done in various registers.

- **Provident Fund**

For P.F., Mainly the deduction book is given to the Computer Section and the deduction is checked and accordingly, it is deducted after that the book is returned. It is also checked from the check list forwarded by the Computer Section every month.

- **L.I.C./Housing Loan-Interest**

On receipt of statements for deduction of LIC premium, additions/deletions are checked and all deductions are tallied with deduction register vis a vis deduction list and forwarded to Hamallage audit for effecting deductions through employee's monthly salaries.

- **Housing Loan Interest**

Update Housing Loan and Housing Loan interest letters / orders in Housing Loan and Housing Loan interest books i.e.

- 1) Increased Housing Loan installment amount
- 2) New entries of fresh deduction of Housing Loan and Housing Loan interest.
- 3) Enter the order No. of letters of fully paid outstanding loan with interest.

These entries in both books of Housing Loan and Housing Loan interest are made against the

concerned employee's name from starting month and part-wise (I to IV). Then after checking the actual deduction from payment slip, enter the deducted amount of Housing Loan installment and Housing Loan interest installment in the both books of Housing Loan and Housing Loan interest against the employee's name.

Prepare the deduction book of Housing Loan and Housing loan interest installment of those whose installment was not deducted due to their absence, less earnings etc. and handover the deduction books to Computer In-charge for further procedure. At the end of the month, tally the Housing Loan and Housing Loan interest total with Dock part deduction summary total and ensure that it tallies.

● **Computer Section - 01 Labour Inspector Gr. I, Labour Inspector Gr II, 15 Clerk Gr.II & 2 Tally Clerks.**

Processing of piece rate and premium are carried out through Hamallage Computer System (SHUBHAM). The attendance of shore workers and Staff, line-wise details of cargo handled by shore workers are fed in to the Computer System at Shed level by the respective Table Clerks. The system is programmed to calculate the piece rate and premium for shore workers and Shed Staff automatically. The Computer clerks, after receiving the Hooks from the Processing Section, verifies whether the details fed in the computer by shed staff are as per the processing sheet. If there is any discrepancy, the same is updated in the computers. Copy of Aprocal (piece rate of the Shore workers) [LA-79], S.S.R. ( Shed Staff Returns) Premium for Shed Supdt., Asst Shed Supdt. (I/E), Labour Supervisors, Labour Inspectors, TCR (Premium for Tally Clerks , Relievers and Table Clerks ) is taken from computer system and attached to the respective hooks and forwarded to the processing section. Any changes/ corrections, after audit verifications are updated in the system by Computer Section. The Cart Wagon Unloader Labour Forms in respect of Cart Wagon Unloaders are received in Processing Section by the CWU-Clerk who works out premium payable to the CWU based on the tonnage shown in the relevant Gate Registers and the remarks passed by the Labour Supervisor concerned on the CWU Labour Form. A copy of premium processing sheet [LA-80] is taken out from the system and the same is attached to CWU-Labour Form & Gate Register and sent to Hamallage Audit for audit verification. The supplementary staff returns are received from various sheds/warehouses/offices which are fed in the system by the Computer Clerk.

Leave record of all the shore workers is maintained with effect from 01.01.2002 on system by this section. Also 1<sup>st</sup>, 2<sup>nd</sup> and final Notices for unauthorised absence of Shore Workers are printed and forwarded to the concern muster clerks, Labour Administration. Similar notices are taken out from the system for NSP Staff (Tally Clerks, Messengers, Sorters, Scavengers, Safaiwala) and forwarded to Leave Section Staff Office. Moreover monthly paysheets of shore workers are drawn by this section. Incharge, Computer Section prepares the shore workers monthly payment programme in the beginning of every month and this programme is forwarded to all the sectional Asstt. Managers for advising to schedule six stages that are involved in this programme, which are as follows :-

1. NOLA Processing and Printing - NOLA means “ No Leave Application “ A Statement of Shore workers who have not submitted the leave applications is taken from the system and same is verified for correctness.

2. NOLA Clearance at Computer Section - The Shore Workers whose I/C No.s that appears in the NOLA Statements are verified by checking the Duty Slip, Piece rate / Time Rate Form and are updated accordingly .

3. Piece rate adjustment closing and Piece rate Processing Job Cards File creations and Job Card Printing - System will not be available for piece rate adjustment and processing at Shed level during this programme. After closing of piece rate adjustment / Processing, monthly job cards of each shore worker are processed from the System. Job card consists of date wise particulars of piece rate / Time Rate work carried out at different Sheds and

piece rate earnings and the tonnage handled and the overtime hours. Adjustment slip showing the less / excess earning of piece rate for all shore workers are also taken out from the system.

4. Paysheet Processing and Deduction Report Printing - All deductions such as, Mb.P.T Society Loans , Bank Loans, VPF savings, P.F. Loans , Court Recovery etc are fed to the System . The “ Error Processing” is carried out on systems. Check List of all Deductions is taken out from system for rechecking and updation on system . A list at “ Excess Deduction Report is taken out from system and on comparison with Salary Slip, Deduction is reduced to the extent that the employee gets at least 25 % of his earnings. While reducing the deduction care is taken to see that Port Trust recovery and Court Recovery is given preference and the same are recovered from the earnings of the employee concerned .

5. Data Collection by Staff of F.A.C.A.O. - All the data on computers are picked up by the core group of F.A.C.A.O. for further processing of monthly pay sheet and disbursement of wages to Shore Workers.

6. Payment to Shore Workers ( ECS/ CHEQUE) - After processing monthly payment is directly credited to employee's bank account through ECS by core group of FA&CAO.

Payment slips and adjustment job cards of each shore worker will be taken out from the computer. A copy of payment slip, Job Card , Adjustment piece rate slip is given to each shore worker on the date of payment by R.M.P. Section.

## **2.6. ASSTT. DOCKS MANAGER, LABOUR EXECUTIVE :**

### **● LABOUR EXECUTIVE SECTION, SHRAMIK BHAVAN**

His duties involve attending O/G, operation planning Meeting daily and finalize the gang position. To ensure timely booking and posting of allotted gangs. To ensure that booking of piece rate gangs is done in proper order. To fix off of gangs. To ensure that gangs are rotated between three shifts in proper order. To settle dispute of shore workers. To ensure proper fixation of gangs at 1ID,2 ID BPS and BPX. To ensure timely dispatch of data pertaining to vessel related bills. To carry out the periodical posting of Labour Inspectors and Labour Supervisors. To ensure proper periodical Health Check-up of Shore Workers. To depute the Shore Workers for training at PMTC. To display weekly rotta of Labour Inspectors and Labour Supervisors. To attend the general correspondence. To control leave of Shore Workers properly, in order to get the required labour force for work.

### **● LABOUR INSPECTOR GRADE 1(CHIEF INSPECTOR LABOUR EXE.) :**

1) The senior most Inspector Gr.I is posted as Chief Inspector Labour. His duties are, to supervise the booking of all categories of Labour, Labour Supervisors and Labour Inspectors and to attend to general correspondence, labour grievances regarding, booking, gear and uniform and redress them. He ensures efficient working of leave section which includes allowing Shore Worker to resume on duties who have overstayed upto a week. After obtaining proper undertaking

resuming chits from leave window clerk, however leave is sanctioned by the Asstt. Manager (LE).

2) He is also responsible for discipline and efficient functioning of the office, verification of the monthly duty slips prepared by manpower clerks. He also ensures that the duty slips of the Mazdoors are distributed on the last day of the Month in exchange for the one of the previous month and see that the duty slips are forwarded to A/M. Labour Adm's office. He co-ordinates and assists Asstt. Docks Manager Labour (Exe), Deputy Docks Manager, Hamallage and Deputy Docks Manager, ID in matters related to allotment of gangs. He maintains formation of Shore gangs and advises Asstt. Manager, Labour (Exe) if changes are required to be made. He prepares yearly transfer list of Labour Inspectors and fix Monthly transfer list of Labour Supervisors in consultation with Asstt. Manager, Labour (Exe). He checks the weekly rotta of Labour Supervisors and Labour Inspectors prepared by Manpower Inspector and submits the same to Asstt. Manager, Labour (Exe). He receives Accident and Sick reports from various transit shed and offices and puts up to Asstt. Manager, Labour (Exe). He co-ordinates with Labour Inspectors and Labour Supervisors posted at various points and transit sheds for efficient working.

3) He also attends to any other special assignments as and when given by Dy. Manager (Ham), AM (LE).

● **LABOUR INSPECTOR (MANPOWER) :**

**THE NEXT SENIOR MOST INSPECTOR G.R.I IS INCHARGE OF MANPOWER SECTION. HIS DUTIES ARE TO BOOK LABOUR SUPERVISORS IN DOCKS AND OUTLYING AREAS, MAINTAIN THE MUSTER OF LABOUR SUPERVISORS AND LABOUR INSPECTORS, PREPARE WEEKLY ROTA OF LABOUR SUPERVISORS AND TO ENSURE TIMELY BOOKING OF LABOURS AND LABOUR SUPERVISORS FOR CARGO OPERATION AND OTHER MISC. WORK. HE CARRIES OUT DUTIES OF CIL(EXE) IN HIS ABSENCE, ASSISTS THE CIL (EXE) IN DAY TO DAY DUTIES FOR SMOOTH WORKING OF OFFICE. HE ENSURES DAILY STATEMENTS WHICH ARE PREPARED BY LABOUR INSPECTORS ARE FORWARDED TO ASSTT. MANAGER, LABOUR (EXE) AND DY. DOCKS MANAGER HAMALLAGE IN TIME.**

● **LABOUR INSPECTOR (OFFICE) :**

He shall also assist CIL (E) in connection with the work of Leave Section. He shall allow shore worker to resume if the leave availed of is more than the sanctioned for the period upto 3 days. He maintains and updates the gang formation of Shore workers, Cart Unloaders and Time Rate Workers, record of Medical Health Check-up of Shore Workers, record of Shore Workers posted on Light Duty. To forward on duty accident forms to A/M. Labour (Adm.). He deposes the Shore Workers for Medical Health Check-up as per the requirement of various dispensaries. He hands over to shore workers the letters marked to them by the Dy. Docks Manager Hamallage, Asstt. Manager Labour (Adm.) etc., confidential, removal, suspension and reinstatement letters addressed to Shore Workers. He processes applications for issuance of Temporary Dock Entry Permits in case of loss of Shore Worker's Original D.E.P. and to maintain record of the same. He circulates notification i.e. Office Orders, Office Notes, Circulars etc. from Dy. Docks Manager, Hamallage, Asstt. Docks Manager, Labour(Exe.),CLO and to display the same and make announcement on public announcement system. He collects re-deployment applications under the re-deployment Scheme and forwards the same to the concerned department. He assists A/M. Labour(Exe.) and CIL in day to day work. He also prepares Billing advices and is responsible for

preparing Billing advice for gang cancellation for full day and half day and cancellation of Helping gang supplied for Export. He collects all Indents for cancellations and maintains records of gang cancellation for preparing Billing Advice. He collects all resource allocation forms for supply of Pick-up gangs and enters in IPOS. He generates Billing Advice through IPOS and forwards the same to Dy. Docks Manager, OSC for billing.

● **LABOUR INSPECTOR (BOOKING) :**

He is incharge of booking and rotation muster of the shore gangs. He rotates the gangs from Day Shift to II/III Shift and vice versa in their proper rotation form for which a rotta system is maintained. He books gangs in their respective sheds in turn, provide substitutes against shortage in each gang, visits the sheds and working areas and settles the disputes. He books Cart Unloaders required after assessing actual requirement of Cart Unloaders at the sheds considering the nature and quantity of cargoes to be carted down or discharged. The L/Inspectors report each day to the Asst. Manager (On Duty) at 9 P.M. and 6 A.M. to note Pick up gangs and cancellations and make re-allotment of gangs for the IIIrd and the following Day Shift. He attends gang allocation meeting (vessel operation planning group) at ID office at 11 a.m. daily. He feeds in IPOS (computer system), the details of gangs indented/curtailed/allotted in the operation planning meeting. He ensures that booking is done on time in each shifts and workers report for their posted places immediately after booking.

● **CLERK GRADE I / CLERK GRADE II (LEAVE ARRANGEMENT) :**

He attends to the work of distribution of leave forms to all shore workers, records the leave balance on leave form and forwards for sanction of leave to A/M Labour (Exe). He feeds sanctioned leave in computer on daily basis and verifies leave sanctioned & collects duty slip of concerned shore workers before they proceed on leave. He arranges the duty slips I-Card wise and also pins up the resumption slip to all duty slips which are deposited at leave windows. He receives undertaking slips from shore workers who are on unauthorized leave for more than 03 days. He prepares leave dockets of shore workers who are on unauthorized leave for more than 45 days for DMH's orders through A/M Labour (Exe). He issues medical examination memo to shore workers for medical fitness certificate to be obtained from various concerned dispensaries.

● **CLERK GRADE I/CLERK GRADE II : (MANPOWER)**

His duties are to assist Labour Inspectors for booking of shore workers in all the 03 shifts, to prepare all shore worker's Duty Slips for every month, distribute Duty Slips to all shore workers at the end of every month, update formation books of cart & wagon unloaders. He prepares programme for declaring Off duty statement for a period of six months in advance and displays on the notice board on periodical basis. He maintains weekly rotta of cart & wagon unloaders and prepares the range and muster of Cart & Wagon unloaders for booking. He gives booking to cart and wagon unloaders for Day and IIInd shifts and distributes various types of forms, circulars and notifications to the shore. He collects all duty slips of shore workers at the end of every month and forwards the same to labour administration.

● **CLERK GRADE I / CLERK GRADE II (SECTION) :**

His duties are to receive letters from various sections and offices and register the same

giving Inward No and forward to A/M Labour (Exe)& CIL(Exe), and puts Out ward No. to the letters which are sent through this office. He maintains Gang Allocation Register book and completes all the formalities of shore worker reporting sick/accident case on duty. He prepares statistical statement required by A/M Labour (Exe)and CIL(Exe) from time to time and assists the billing Inspector to draw billing advise from computer in IPOS program and drawing computerized booking slips. He marks the attendance and weekly off's of staff posted at Old Labour offices and assists A/M Labour(Exe) for preparing various letters and draft's required for various offices.



- **CLERK GRADE II (RECORD):**

He helps in record keeping of documents and papers and also attends to the various works allotted by the Labour Inspector/officer.

- **MESSENGER :**

He attends to dispatch work and any other duties assigned to him by staff and officers.

- **LABOUR SUPERVISOR :**

He supervises the duties performed by the shore workers while handling import export cargoes ex-vessel and also supervises work of cargo handling in the sheds and warehouses. He ensures that the shore labour is given proper instructions and they perform the duties as per the safety requirements. He attends to the problems while loading/unloading of cargoes by the shore workers and renders assistance in carrying out faster operations. He attends to shift duties and is overall incharge of the labour posted under him at the respective work sites. He renders first aid and also attends to emergency cases and reports the untoward incidents to the Labour Inspector/Sectional Asstt. Manager or to the Asstt. Manager, Labour Executive. He ensures that proper remarks are taken by the Tally Clerk while discharging/loading of cargo operations.

- **CART UNLOADERS**

He performs the duty of unloading export cargoes brought forward for shipment. He ensures that proper stacking is done as per the instructions of the Labour Supervisor and the Asstt. Shed Supdt. (Export).

- **MORPIA**

He is seniormost shore worker and incharge of a gang of 12 workers. His main job comprises supervision and coordination of various activities like loading, unloading, warehousing, stowage, making room etc.

- **SHORE WORKER**

He is skilled cargo handling worker. He works in a group of 12 workers headed by a Morpia. His duty is to handle cargoes safely and at a faster rate so as to ensure that the discharging/loading work is done at a faster rate. He works on piece rated jobs as well as time rated jobs like making room in the shed, stacking of cargoes in warehouses etc.

## **2.7. ASSTT. DOCKS MANAGER, PERMIT SECTION :**

- **DOCK ENTRY PERMIT SECTION :**

The Dock Entry Permit Section functions under the control of Deputy Manager, Hamallage. The Asstt. Manager, Permits is the incharge of Permit Section and reports to Deputy Manager, Hamallage. He is assisted by the following staff members.

- |    |                            |      |
|----|----------------------------|------|
| 1. | Asstt. Shed Superintendent | (2)  |
| 2. | Clerk Gr. I                | (22) |
| 3. | TCCC                       | (1)  |
| 4. | Messengers                 | (4)  |
| 5. | Sorter                     | (1)  |

The functions of the Permit Section are registration/renewal of registration of Port Users. Issuance and renewal of Dock Entry Permits to Port Users and MbPT employees. Issuance and renewal of Permits for vehicles and cargo/container handling equipment.

● **ASSTT. MANAGER (PERMITS):**

He is incharge of the permit section and works under the control of Deputy Manager, Hamallage. He supervises and controls processing of applications for registration/renewal of registration, and issuance of various types of DEPs to Port Users/Employees, permits for vehicles and cargo/container handling equipment, etc.

● **ASSTT. SHED SUPERINTENDENT (2)**

The Asstt. Shed Superintendents are posted as Cashiers and attend to the work of recovery of charges for issuance of permits. They also supervise and control the day to day working of Permit Section and attend to grievances of Port Users for redressal under the directions of Asstt. Manager, Permits.

● **CLERK GR.I (22)**

22 Clerks Gr. I are posted in Permit Section.

- R. I. Clerk (1) – He attends to the work of registration of letters –inward and outward.
- Registration Clerks(2) – They attend to the work of processing of applications for registration/renewal of registration of Port Users which includes scrutiny of application & documents as regards new registration as well as renewal of registration.
- Smart Card Clerks(5) – They attend to the work of issuance and renewal of smart cards including scrutiny of applications, taking photographs, recording of signatures, fingerprints & printing of smart cards.
- Monthly Permit Clerks (2) – They attend to the work of issuance and renewal of Monthly Dock Entry Permits including scrutiny of applications and issuance and renewal of monthly permits.
- Temporary Permit Clerks (2) – They attend to the work of issuance of Temporary Dock Entry Permits (Temporary DEPS from 2-7 days) which includes scrutiny of applications and issuance of temporary permits.
- Vehicle Permit Clerk (1) – He attends to the work of issuance of Vehicle Permits including scrutiny of applications & documents and issuance/ renewal of permits for vehicles and cargo/container handling equipment.

- Daily Permit Clerks (9) – There are in all 9 Daily Permit clerks who are posted as follows.

Blue Gate – 1  
Shramik Bhavan – 5.  
STP – 1.  
MOD – 1.  
Hay Bunder – 1.

They attend to the work of issuance of Daily Dock Entry Permits which includes scrutiny of applications and issuance of permits. At Blue Gate and Shramik Bhavan Daily Dock Entry Permits are issued through VMS system (Computerised) after obtaining photograph of the port user through the web cam/digital camera.

- **T.C.C.C. (1)**

He deals with general correspondence.

- **MESSENGERS (4)**

They attend to the office work connected with collection of applications, documents and filing them in the respective files, etc. They also attend to any other work given by the staff/officers.

- **SORTER (1)**

One sorter is posted in the record section of the permit section. He is in charge of the record section and maintains all records pertaining to Permit Section.

*(For the detailed functional activities please refer to the ISO manual/old Docks manual Vol.I)*

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**MUMBAI PORT TRUST**



**DOCKS DEPARTMENT**

**WORKING MANUAL  
OF  
CONTAINER TERMINAL**

During past few years , Container traffic at Mumbai Port has been steadily declining and one of the reasons for the decline was attributable to increase in ship size, particularly container ships of larger length and beam requires minimum draft of about 13.5 meter.

Hence in view of improvement in container handling facility at Mumbai Port, Mumbai Port Trust entered into the License Agreement with M/s. Indira Container Terminal Pvt. Ltd. (ICTPL) on 03.12.2007 (i) to manage and operate the existing Ballard Pier Station Container Terminal and (ii) to develop, construct and operate three new Container Berths and Container Yards named Offshore Container Terminal (OCT) Project on Built, Operate, Transfer(BOT) basis for a period of thirty years commencing from date of license agreement, which is 03.12.2007. The OCT Project is expected to cater to Container Ships of 14.5 meter draft and of 6000 TEU capacity .

Accordingly, BPS berth alongwith BPS TT Yard was handed over to M/s. ICTPL w.e.f. 16.06.2008 and major part of container handling activity was taken over by M/s. ICTPL . Hence contract for transportation of containers from shipside to CY/Pre-stack and vice versa was not revived and concerned Shipping Agents were requested to handle and move their containers of Geared Combi Vessels, berthed at berths other than BPS, from Shipline to CY/Pre-stack and vice versa.

Hence, the Transportation Cell created to carry out the activity of transportation of container from shipside to Pre-stack and vice versa was closed down from 16.06.2008 and accordingly resulted in to consequent changes in the procedure which are detailed in this working manual.

### **ALLOTMENT OF NEW AGENT CODE AND LINE CODE**

For container operations, since the bills of container related charges are to be raised Agent wise and Line wise, Agent and Line Code is allotted by this office. Agent makes an application to the Deputy Manager Container Terminal with following documents -

1. Bank Guarantee for Rs.2 Lakhs to be deposited at Bills Branch, O.S.C. photo copy of acknowledgment alongwith copy of Bank guarantee to be submitted.
2. Custom Bond duly notarised
  - i) Application of Custom Bond
  - ii) Letter issued by Custom Authority
3. Agency Agreement duly notarised .
4. Certificate of Incorporation, Memorandum and Articles of Association duly notarised.
5. Registration of Principal in their own country, duly notarised.
6. Transporters appointment and acceptance letter.
7. Acceptance of full liabilities for the outstanding dues on account of existing line .
8. Details of executives.
9. Photo copy of PAN Card.

In case the Agent does not have agreement with any of the lines and wants to carry out activities as Multimodal Transport Operator (MTO) then he is required to submit the duly notarised copy of Registration with Director General of Shipping as a M.T.O. together with the above documents except the following documents :

- (i) Custom Bond
- (ii) Agency Agreement
- (iii) Registration of Principal in their own country

Upon receiving the applications with documents, those are verified and it is checked with Container Billing Section if any dues are outstanding against the agent. If so, he is directed to settle the dues. File is thereafter put up to Deputy Manager, Container Terminal with check list of documents for his orders to allot Agent Code/ Line Code and orders are obtained.

Agent code as allotted by O.S.C. is retained, line code is created afresh and issued initially for a period of six months which is renewable.

### **EXTENSION OF ALLOTTED LINE CODE AND AGENT CODE**

Since the initially allotted Line Code and Agent Code is valid for six months and in case of expiry of extended permissions, agent makes an application to the Deputy Manager, Container Terminal with the documents as stated in aforesaid para at Sr. No. 1 & 2 to extend / renew, Agent Code /Line Code for further period.

Upon receiving the application with documents, those are verified and it is checked with Container Billing Section, if any dues are outstanding against the agent. If so, he is directed to settle the dues.

File is put up to Asstt. Manager, Container Terminal with check list of documents submitted for his orders for extension of Agent Code/ Line Code and orders are obtained.

Normally extension is granted for one year subject to the validity of Bank Guarantee, Custom Bond, MTO Registration and Agency Agreement.

### **OPERATIONS**

1. Under the Offshore Container Terminal Project the BPS berth and Transtainer Yard alongwith equipment (QGC & RTG) have been handed over to Offshore Container Terminal(OCT) operator M/s. Indira Container Terminal Pvt. Ltd.(ICTPL) w.e.f. 16.06.2008.

Accordingly, the right to handle containers at Mumbai Port between MbPT and M/s. ICTPL is as under.

- (a) Gearless Container Vessels, barges:- Full exclusivity is granted for a maximum period of 5 years from the date of award of license or two years from the date of commissioning of OCT whichever is earlier to M/s. ICTPL.
- (b) Geared Container Vessels:- MbPT will have option to handle geared container vessels provided the BPS berth is occupied and a gearless container vessel is waiting for berth.
- (c) Combi Vessels:- All Combi vessels shall continue to be handled by MbPT. It is clarified that only containers of non-geared Combi Vessels shall be handled by M/s. ICTPL and all other cargo (including containers on geared Combi Vessels) shall be handled by MbPT.

view of above, after taking over of BPS berth by M/s. ICTPL, the Container operations in

MbPT are as under:

- (i) For the containers of vessels /barges berthed at BPS berth, the OCT operator carry out handling and transportation of container i.e from Shipside to Container Yard(BPS TT Yard) and vice versa.
- (ii) For containers of Vessels berthed at berth other than BPS, the Vessel Agents carry out handling and transportation of containers from Shipside to Pre-stack (2ID to 5 ID) or other areas and vice versa .

2. **Submission of Advance List:**

Expected Time of Arrival of the vessel is declared by the Vessel Agents in the O.G. meeting and subsequently allotment of berth is done by Deputy Manager ID. Even though the vessel is being handled by M/s. ICTPL at BPS berth, the Slot Agents concerned have to submit advance list for their import containers to be handled by the vessel, prior to its berthing, to the Shed Supdt. EDP Section, Ambedkar Bhavan, 6<sup>th</sup> floor or at IPOS Section, Ambedkar Bhavan, 6<sup>th</sup> floor. The Slot Agents also have to submit payment PDR's towards container related charges for the services being provided by MbPT and Hazardous cargo declaration duly certified by Asstt. Manager, Haji Bunder Hazardous or Safety Officer, Hazardous Cargo Cell, for containers carrying Hazardous cargo.

3. **Removal of containers from Shipside to Pre-stack and storage of containers at Pre-stack :**

Containers discharged from Geared Combi Vessels handled by MbPT are to be handled at wharf by the Shipping Agent and are to be removed from shipside to Pre-stack and stored at Pre-stack by the transporter of the concerned Slot Agent.

4. **Movement of Hazardous / Reefer cargo containers :**

Hazardous /Reefer cargo containers are to be declared by the Slot Agents while submission of Advance list. For hazardous cargo containers the Slot Agent has to submit hazardous cargo declaration duly certified by Asstt. Manager (Hazardous)/ Safety Officer, Hazardous Cargo Cell.

The Slot Agents have also to submit the Customs Movement permission duly endorsed by Preventive Officer / Supdt. of Customs.

These containers after discharging are to be directly removed to their nominated sites out of the Docks i.e.Haji Bunder Haz. for hazardous cargo containers and Frere Basin -3 for reefer cargo containers.

5. **Opening of carting for export containers and Allocation of Pre-stack:**

The carting is opened by Deputy Manager, CT for combi vessels one day prior to its ETA. The carting order also mentions the 'Pre-stack' nominated for receiving of export containers. For Group I / II container vessels, carting is opened by M/s. ICTPL as such vessels are being handled by them as per License Agreement.

6. **Feeding of containers from Pre-stack to Shipside**

As per vessel plan and export load list, export containers of Geared Combi Vessels are to be fed to the vessel by Agents' transporters .

7. **Procedure for 'B' category / Reefer cargo export containers :**

'B' category/ Reefer cargo containers are not received in nominated Pre-stack and are to be fed directly to the vessel at the time of loading of these containers on the vessel as per the load plan. Such containers are moved by transporter of Vessel Agent for direct feeding to the vessel.

8. **Movement of containers from Docks to CFS :**

Import containers stored in Pre-Stacks in Docks are moved by the respective transporter of the Agent to the nominated CFS point allotted to the Agent. Challan is issued by the CMC clerks posted at various Zones viz. 1/2 ID and OGVD to the transporters. The said challan and container is verified at Out Gate by the Gate Inspector, passing out time is recorded on the challan and container is allowed to move out from Docks. One copy of challan is retained at out gate and sent to Record Section. Details of passing out are entered in IPOS. Other copy of challan is collected at In Gate of CFS, time of receipt is recorded and container is allowed to move in CFS on verification and the challan is forwarded to the nominated Shed of CFS. Details of passing in are recorded in IPOS by In Gate.

9. **Receipt of Factory stuffed export containers in Docks :**

Upon verifying, the carting allowed for export Containers of the vessel Gate Inspector allows Factory Stuffed containers to pass in the Docks on proper Shipping Bill and upon payment of cargo related charges Rs.1000/- for container upto 20' length Rs.1500/- for container upto 40' length and Rs.2000/- for container above 40' length. CHA/ Shipper submits the challan No. 2151 which shows the Line code, Agent code and Vessel Name for which the container is being carted. Details are recorded in IPOS. Challans from In Gate are sent to EDP Section.

10. **Receipt of empty Containers from Private Yard :**

Empty containers are allowed to pass in the Docks for stuffing purpose. The Agent obtains permission from Container Terminal Office for bringing empty containers inside Docks.

After verifying permission from Container Terminal Office, empty containers are allowed to pass in by Gate Inspector on the proper challans issued by the Agent (format No. 2161) and details recorded in IPOS. These Containers are received at respective shed where carting has allowed. Challans from In Gate are sent to EDP .

11. **Receipt of export/ empty Containers from CFS :**

Export Containers are stuffed at CFS. After stuffing, container are moved to Docks under CMC challan issued at CFS Sheds. Factory stuffed containers are also received in CFS areas on excise invoice and seal and after making ready are moved to Docks. Challans are prepared in two copies. Time of passing out is marked on both copies of challan. One copy is retained at CFS gate while passing out and other handed over the transporter and details of passing out recorded in IPOS. Container is allowed to pass in after verification and in time of receipt is recorded on challans by In Gate Inspector and details of receipt of containers are recorded in IPOS. Container is stored at nominated pre-stacks inside Docks or at ICTPL Yard as the case may be . Challan with passing in time marked on it, is sent to EDP.



## **E.D.P. SECTION**

### **1. Introduction :**

EDP section deals with recording of data related to movement of containers round the clock, in the system. The EDP section is operated from two locations i.e. 6<sup>th</sup> floor, Dr. Ambedkar Bhavan and 2<sup>nd</sup> floor, Container Terminal Office for operational convenience. The details of work carried out at these locations are as under :

### **2. Submission of Advance List:**

Container operators submit Advance List in floppy at 6<sup>th</sup> floor, Dr. Ambedkar Bhavan or transfer data through EDI network.

The advance list of containers consists of following data :-

- (i) Line Code/ Agent code
- (ii) IGM No.
- (iii) Container No.
- (iv) ISO code No.
- (v) Container status
- (vi) Container weight
- (vii) Cargo type
- (viii) Port of Origin
- (ix) Disposal mode
- (x) TP/ICD/SOC status
- (xi) Seal No.
- (xii) Cell location
- (xiii) Remarks

Container Operators also submit a hard copy for verification to the Asstt. Shed Supdt. E.D.P. Advance List files are then uploaded in the System. The Asstt. Shed Supdt. E.D.P. verifies the advance payment made by the Container operators in the form of P.D.Rs and vessel working permission is granted. He also verifies the daily outstanding position of Container operators before granting vessel working permission.

### **3. Data Entry of Tally Sheets :**

Containers discharged/ shipped from/to vessel is recorded in tally sheet by tally clerk at berths. The tally Sheets of Import/ Export containers are collected from various berths/ sheds for data entry at EDP. These data are fed into the system round the clock. In case of container shifted from one bay to another bay, handling of container by ship's crane are recorded in the system. In and out movement of containers at ICTPL Gate is also recorded in the system.

### **4. Movement of containers to CFS :**

Loaded FCL/LCL containers are moved to nominated site at CFS. Containers are moved under computerised gate pass generated at CMC zones. Empty containers are removed to private premises by the concerned Container Operators. Hazardous containers containing 'B' category cargo are immediately moved to Haji Bunder (Hazardous). All reefer containers are moved to Frere Basin.

The in/ out movement of containers are recorded in the system at the gate. In case of system failure, containers are moved on manual challans and same are updated by EDP after restoration of system.

## **5. Destuffing of containers and delivery of Loaded containers :**

As and when import containers are destuffed, data are recorded on-line at respective sheds of CFS. Empty containers are moved to private premises by the Container Operators or utilized for stuffing of export cargo.

For loaded container delivery for factory destuffing, the documents are processed in the cargo module and delivery gate pass generated in the system. Out movement of container is recorded in system at the gate.

## **6. Stuffing of Export containers and receiving of Factory Stuffed Export Containers :**

Export cargo received at CFS/ Docks are stuffed in empty containers and data are recorded in the system at respective Shed locations. Factory stuff containers are received on container Operator's challan at the nominated site at CFS and also directly to Dock as and when the carting of vessel is open. The details of container received are entered in the system at the gate.

Export containers are moved to Docks on system generated challans for shipment.

## **7. Reconciliation of Data and voyage closure:**

Import and export containers handled by vessel are reconciled at EDP. The import containers of vessel are verified with the records of Advance List , IGM, tally sheet and container movement data. In case of excess landed container i.e. containers not declared in Advance list, the concerned container operator make an application for regularisation.

The Vessel Agent, after sailing of vessel submits export confirmation in the floppy with a hard copy. The export load list are compared with Agent's confirmation and discrepancies if any are sorted out.

After reconciliation of import and export containers voyages are closed for billing.

## **8. Modification of containers details :**

Any amendment in the container particulars such as Cont. No. / Status/ Size/ Cargo type/ Seal No. etc. are carried out in the system on the request of the Container Operators/ CHAs/ Users alongwith documentary proof such as Customs amendments, Bill of Lading, Bill of Entry, etc.

Software problems reported by staff are solved in consultation with programmers of P & R Department. Disputes raised by users and quarries raised by staff at Sheds/ Gates/ CMC Zones are also attended to and resolved.

## **IPOS SECTION**

IPOS section located on the 6<sup>th</sup> floor of Dr. Ambedkar Bhavan deals with Integrated Port Operations System (IPOS). IPOS is an integrated system consists of software modules such as Marine, Cargo, Container, Rail operators, Invoice and Master. The main module of IPOS are as under:

Administration	- Contains list of user administration functions
Marine	- Contains list of Port Department functions
Container Administration	- Contains list of container operation functions
Cargo	- Contains list of all cargo operation functions
Rail	- Contains list of railway operation functions
Labour	- Contains list of Operation Resource Management functions
Invoice	- Contains list of invoice functions
Masters	- Contains Master data

Prior to berthing of vessel, the Shipping Agent submits hard copy of Import General Manifest (IGM) to the IPOS centre. The soft copy of IGM is received from Customs through EDI network. The soft copy of IGM is tallied with hard copy and IGM is uploaded in the system. In case of any amendment in cargo details, the CHA/ Consignee/ Shipping Agent submit documentary proof of Customs amendments and accordingly system is updated. The out-turn reports generated by Central Documentation Office are sent by e-mail to various Agents and Customs.

Shipping bills data are received on line from Customs and uploaded in IPOS. In case of manual shipping bills, data are entered in system. Amendments of shipping if any, are carried out on the basis of documentary proof.

Hardware and software problems reported by the users are attended and informed to P & R Department for rectification. For implementation of system, application software is tested and modification and new requirement if any, is reported to P & R Department. User logins for new user are created at IPOS centre and functions are allotted as per the requirements of the user. Inventory of computer and printer located at various locations are maintained and on hand training to the staff is imparted as when new application implemented.

### **CONTAINER BILLING SECTION**

Container billing section is responsible for timely generation and rendering of bills towards container related charges and maintenance of PDA accounts of container operators. The Container Billing comprises of three sub sections viz. (a) Billing Section, (b) Rendering Section and (c) MIS Section

#### **Billing of Container related charges**

Container related charges are billed as per tariff prescribed under section V of the Scale of Rates. Container Operator pays the charges in advance in the form of Petty Deposit Receipts at Operation Service Centre. All container related charges are billed through a computerised system with the exception of manual billing of containers which can not be generated through the system. The main function of this section is to generate, finalise and print bills and worksheets. This section also attends to various disputes/queries raised by the container operators.

	<u>Nature of Charges</u>	<u>Section under D.S.R.</u>
(i)	<u>Composite Box Rate for Gantry operation</u>	<u>V (A)</u>
(ii)	<u>Composite Box Rate for Non-Gantry operation</u>	<u>V (B)</u>
(iii)	<u>Rebates for carrying out various container operations with own arrangements</u>	<u>V (C)</u>
(iv)	<u>Charges on equipment such as RTG, TLT etc.</u>	<u>V (D)</u>
(v)	<u>Licence (storage) fees.</u>	<u>V (E)</u>
(vi)	<u>Electricity charges for reefer containers</u>	<u>V (F)</u>
(vii)	<u>Labour supplied for stuffing / destuffing of cargo.</u>	<u>V (G)</u>
(viii)	<u>Interest charges on delayed payments.-13 % if payment is delayed for more than 10 days from the date of rendering of bills.</u>	

Three types of bills generated by the system viz. a) Vessel bill, b) Storage bill, c) Miscellaneous bills. Vessel bills comprises of Composite Box Rate, Equipment charges for pantoons and Bay to Bay shifting charges for containers. Storage Bills for Licence (storage) fees on containers. Miscellaneous Bills includes charges for Labour charges for stuffing and destuffing, ICD Charges (Container not linked to vessel), RTG, TLT equipment charges and Electricity charges for reefer plug points.

Containers of all Gearless Container Vessels, Geared Container Vessels and Gearless Combi Vessels berthed at BPS Terminal are being handled and stored by M/s. ICTPL and accordingly the handling charges, i.e. Composite Box charges and storage charges for the stay at ICTPL Yard (BPS T.T. Yard) for such containers are being recovered by M/s. ICTPL as per their Scale of Rates.

For the containers handled by M/s. ICTPL, MbPT is recovering charges only in respect of services availed by such containers from MbPT namely of storage and/or stuffing/destufing etc. in MbPT's Pre-stack and/or CFSs as the case may be.

Processing of bills is done at 3<sup>rd</sup> floor, Container Terminal Office on the system on the basis of the on line data fed at EDP Sec./ Shed/ Gate. Procedure followed by the billing section for processing of bills is as under:

P & R programmers (Ambedkar Bhavan, 6<sup>th</sup> Floor) are requested to take back up of data before generation of bills. Voyages are reconciled and closed for billing by EDP Section. Dollar – Rupee conversion rate is obtained from Operation Service Centre and fed in system. PDR confirmation is stopped during the bill generations. Bills are generated from invoice module of system by recording following data in the system.

i) **Miscellaneous Billing**

Maximum No of days from Container Exit.

Generate

ii) **Storage Billing**

Import Criteria - (30) days.

Change Export Criteria - (30) days.

Change Cut - Off date to the date upto which containers to be billed.

Generate

**iii) Vessel Billing**

Generate

Bills are verified in the Invoice module of the system from screen – “Proforma Processing” which are generated successfully (generation date & type of invoice is mandatory) and error log if any are rectified. After verification of bills and if proforma is generated correctly, the bills are finalised in the system. After finalisation, files are generated for Bills and Worksheet in PDF format by P & R Department . Data of Bills and Worksheet generated by P & R Department are stored into Billing Section computer and the print outs are taken and forwarded to the Rendering Section along with PDA statement (PDA statement are generated and printed in duplicate for each line). BRJ, CRR, Principal Activity, GLC –691/ 829/ 834 reports and Service Tax report, are generated from System. Print outs of BRJ (Bills Rendered Journal),CRR (Credit Rendered Report), Principal Activity, GLC - 691, 829, 834, Monthly tax report, Monthly deposit in 4 sets are forwarded to Rendering Section. As per requirement of Audit, Bills and worksheets are printed and forwarded to Container Audit Section for verification.

**Interest Billing :**

For the delayed payments, interest at the rate of 13% per annum is leviable as per the prevailing rules. Interest Bills are generated if bills are not paid within 10 days from rendering date. The system generates Interest bill automatically as and when shortfall bill amount is paid by the container operator concerned.

**Vessel Working Permission :**

Container operator makes an application for advance vessel working permission. The application is processed on the basis of PDA balance and working permission is issued accordingly, e.g., if average monthly billed amount is Rs. 1 lakh and the container operator is having deposit more than threshold amount (equal to two months average bill amount ) i.e. more than 2 lakhs surplus, one month advance vessel working permission is granted.

**Processing Of Disputes :**

*On receipt of the bills the Agents are required to verify the container no. and its track and thereafter if the same does not match with their records, they dispute the bills. While disputing the bills, the following documents are required to be submitted by the Agents :*

- i) a covering letter along with copy of bills.
- ii) Copy of documentary evidence confirming the contentions of the Agents, e.g., confirmation report, survey report, transporters report etc.-

The disputes regarding erroneous billing of container related charges are of the following types.

- a) Containers not belonging to the parties but billed to them;

- b) Containers shipped and cleared from the port but billed as lying in the port;
- c) Containers moved out of the Docks but billed as lying in the Port;
- d) Errors in alphabet or Nos. of the containers;
- e) Rendering of bills under wrong line;
- f) Change in status of the container after discharging e.g., FCL to ICD, but not recorded in the system.

After receipt of dispute letter from the Container Operators, reports from EDP Sec. / CDO / Sheds / Gates are obtained for solving disputes. If disputes raised by the container operators are found to be correct, the Credit Voucher (CV) / Credit Note (CN) are processed and forwarded to Container Audit section for verification. The CV / CN duly passed by the audit is rendered in the system and informed to the container operators concerned. If charges billed are found correct, the disputes raised are rejected and informed to the Agent.

#### **Rendering Section :**

The advance deposits (PDRs) are paid by the container operators at Operation Service Centre (OSC) through Bank Counter. On confirmation from bank, PDRs, are updated in system at OSC. All PDRs are forwarded to Rendering Section for verification and reconciliation. Bills and worksheets printed by the Billing Section are segregated line wise by Rendering Section and attached with a copy of PDR duly stamped with Asstt. Manager's Signature. Bills are affixed with revenue stamps which are paid/adjusted. All the bills and PDA statements are forwarded to Audit for verification. Bills duly verified by Audit are received back by Rendering Section for rendering bills to container operators. All container operators collect bills and worksheets from Rendering Section under acknowledgment. In case of outstanding dues, demand notices are issued to the concerned Container Operators and recovery of dues is closely monitored on daily basis. If outstanding dues are not paid, Deputy Manager, O.S.C. is informed for encashment of Bank Guarantee. Suit case are proposed and files and papers are forwarded for filing suits for recovery of outstanding dues.

Before 5<sup>th</sup> of every month, Service Tax amount is worked out for payment to the Central Tax Authority. Service Tax voucher is prepared and forwarded to Jr. Accounts officer O.S.C. for verification and payment of Service Tax through ECS.

GLC sub ledgers are reconciled with Control Ledgers and Bills Rendered Journal reports are forwarded to Audit/

#### **M.I.S. Section :**

The MIS section deals with Bills and PDRs pertaining to the year 1989 to 1998. Pending Petty Deposit Receipts are processed and average bills and interest bills are prepared and forwarded to Container Audit Section for verification. Sundry and PDR disputes raised by Container operators are solved and credit vouchers/ credit notes are prepared and forwarded for verification. After audit verification Credit Vouchers/ Credit Notes are rendered in the MIS System and concerned Container Operators are informed. Monthly reports such as BRJ, Sundry Debtors are prepared and sent to Audit Section.

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MUMBAI PORT TRUST

OPERATIONS MANUAL

FOR

**CONTAINER FREIGHT STATION  
(CFS)**

**Where efficiency and safety go hand in hand**



# 1. IMPORT

## Movement of Import Containers:

### Gate Operation :

When the container moves from Docks pre stack to CFS gate, the transporter hands over to Gate Asstt. one copy of computer generated challan. The Gate Asstt. checks on the challan the departure time of the container trailer from the Docks gate. If the time of arrival at the CFS gate is within the prescribed time limit, he goes ahead with checking the other details of the container. (For arrival time between Docks and various CFS, please refer to Supplement "A".) **Exception:** If the arrival time exceeds the prescribed time, he reports it to the Gate Inspector, CFS Gate. In case of delay in the arrival of the container at the CFS, the Gate Inspector enquires from the transporter's supervisor/Driver of the trailer the reason for the delay. If the delay is marginal and if the Inspector is satisfied with the explanation given for the delay, he asks the transporter's supervisor to mention the reason for the delay on the reverse of the challan and takes his signature. If the delay is more than the prescribed time-limit and the Inspector is not satisfied with the explanation given by the transporter, he informs the Security for further investigation. Only after Security Department's 'No Objection' the Gate Inspector proceeds with the next step of allowing the container to enter the CFS. After verifying the time, the Gate Asstt. checks trailer No., Container number., status of the container, seal No., intact condition of seal, place of origin and destination. If the details mentioned on the challan are found correct, he allows the container to enter in the CFS. He also instructs the driver to use the prescribed traffic route in CFS. After allowing to pass in the container the Gate Asstt. feeds container details in IPOS on the basis of challan. In case of containers moved on manual challan, he makes entries in ledger maintained for the purpose and a report along with manual challan is sent to Asst Manager, EDP for updating in the system. Gate Inspector verifies periodically from IPOS the import containers passed out of OGPD and to be received at CFS. At the time of above verification if the Gate Inspector finds that one or more containers had not reached the CFS, he immediately alerts Security and Asstt. Manager. He follows up the matter till the receipt of the container or till the receipt of a satisfactory explanation for the non arrival of the container. For undue delay the Gate Inspector sends a report to the Asstt. Manager. At the In Gate the challans of containers received are sorted out shedwise and entered into Despatch Register which are handed over to the CMC clerk in the beginning of every day shift under acknowledgement.

### Yard Operation

All Import (FCL) Containers are offloaded at the allotted bay by the transporter. LCL containers are placed facing door to door position at the area earmarked. The day following the offloading of the container, the transporter's supervisor enters the location of the container in the shed import container ledger. If this is not done by the transporter's supervisor, the Shed Supdt., in consultation with the Asstt. Manager takes suitable action to enforce the transporter to give location No.

## **Shed Operation:**

CMC Clerk generates the Advance List of import containers due to arrive at the respective CFS for every vessel from IPOS and enters the container numbers in the Import Container Ledger. Details generated from IPOS and entered in the Import Container Ledger are: a) Vessel name, b) IGM No., c) Container No.-alphanumeric, d) size of the container, e) status, f) Name of the Agent and Line. Entries of the FCL & LCL containers are made in separate ledgers. At the beginning of day shift, CMC clerk collects the challans from the Gate Asstt. of the In-Gate under acknowledgement. On the basis of challans, CMC clerk posts the date & shift of receipt of the container and the challans number in Import Container Ledger. The containers received but not appearing in the advance list are posted in the ledger separately. Simultaneously, a report is sent in the prescribed format to the Asstt. Manager who in turn forwards the same to Dy. Manager, Container Terminal for regularization of the container in the system on due verification. No forwarding is given to such excess containers unless the same is regularised.

## **CDO Forwarding and Passing :**

**CDO forwarding can be obtained by the CHA/ importer either at Central Documentation Office in the Docks or at the shed. The following procedure is adopted.**

### **Forwarding:**

An importer or his Clearing Agent desiring to take delivery of his consignment obtains EDI copy of the Bill of Entry (or Custom noted manual Bill of Entry) and examination order from the Customs for physical examination of the packages. He presents the Port Trust copy and customs duplicate copy of the Bill of Entry alongwith the Bill of Lading duly discharged by Vessel Agents or Agent's Delivery order at the Forwarding Counter of the Central Documentation Office (CDO) or at the shed. The Bill of Lading has to be discharged by the Vessel Agent before presentation at the CDO or at the shed. If Bill of Lading is discharged in the name of the consignee then the consignee in turn authorises his Clearing Agent on the reverse of the Bill of Lading to clear the goods on his behalf from the Docks. The Bill of Lading or the Agent's Delivery Order had to be pre-receipted when presented at the CDO for forwarding. The Bill of Lading or the Agent's Delivery Order thereupon becomes a Port Trust document. At CDO the following checks are carried out:

1. Whether the Bill of Entry has been noted in the Customs and Sr. No. and date of noting has been given by the Customs Import Department.
2. Whether the Bill of Lading No. agrees with that in the IGM.
3. Whether the details on B/L or ADO tallies with the IGM.
4. Whether the details declared on the Bill of Entry matches with the

## Bill of Lading or Agents Delivery Order.

5. Whether the Bill of Lading or Agent's Delivery Order is duly franked for recovery of stamp duty, in case of 2<sup>nd</sup> check Bill of Entry and as for 1<sup>st</sup> check examination forwarding can be allowed without payment of stamp duty.
6. The Custom Forwarding Order on the Custom Bill of Entry (The order of the Customs may be on the customs original copy of Bill of Entry in case first check and on the duplicate copy where second check is permitted).
7. Asstt. Shed Supdt. /Shed Supdt. puts the forwarding stamp on the Port Trust copy and fills in the number or percentage of the packages that are to be forwarded inside the body of the stamp and initials therein. Simultaneously date of forwarding and percentage of forwarding are noted on the Bill of Lading or ADO and initialed. While presenting the Bill of Entry and Bill of Lading or ADO, the party also submits a Shed Delivery Order duly filled in with the details of the consignment and signed by the representative of the Consignee/CHA who presents the documents with his DEP No.. The details on the Shed Delivery Order are also verified by the Asstt. Shed Supdt./Shed Supdt. along with the DEP of the person who thereafter returns the copies of Bill of Entry to the party but retains the Shed Delivery Order and the Bill of Lading or Agents' Delivery Order.
8. At times, Consignee / CHA may surrender Examination D.O. which is valid only for examination of cargo.

In case, CDO forwarding is obtained at Shed, Bill of Lading/ADO and Shed Delivery Order are filed serially by Asstt. Shed Supdt. (Import) and dispatched to CDO.

### **Passing:**

After payment of charges the party presents both the copies of Bill of Entry to the respective counter of the CDO/Shed. The Passing Shed Supdt./ Asstt. Shed Supdt. thereupon takes out the relevant Bill of Lading or ADO and the Shed Delivery Order which is already with him and verifies the details of the consignment as appearing on the Customs Bill of Entry and the Bill of Lading or ADO. He thereafter compares both the Customs and Port Trust copy of the Bill of Entry and puts the compared stamp on both the copies. He also verifies the following points:

1. Whether the General Landing Date (GLD) and Last Free Day (LFD) have been put on the Bill of Entry.
2. Whether Port Trust charges have been paid upto date.
3. Whether Customs duty has been paid and the Duty paid Challan is attached.

4. Whether the Customs out of charge is there.
5. In case the Examination DO is surrendered at the time of examination, Consignee/ CHA is required to surrender the final D. O. for delivery. Any of these ADOs should have franking for recovery of stamp duty.
6. Asstt. Shed Supdt./ Shed Supdt. thereafter reconfirms whether the Bill of Lading or ADO is franked for recovery of stamp duty. Since in the case of 1<sup>st</sup> check custom examination Bill of Entry, forwarding has been permitted without recovery of stamp duty, it had to be verified that the Bill of Lading /ADO is duly franked for recovery of stamp duty. He then transcribes on the Port Trust copy, the Customs Chappa No., date and amount of Duty and also notes down the date of passing out of Customs charge. Similarly, he also transcribes on the Port Trust copy any alterations in marks and numbers that are noted on the Customs copy of Bill of Entry. He also writes on the face of the Bill of Lading the Chappa No./ Date under which the Port Trust charges are paid, at this stage. He thereafter puts the "Please pass" stamp on the reverse of the Port Trust copy of Bill of Entry under his signature and date. He also puts the CDO stamp on the Shed Delivery Order and signs the same with date. When Bill of Entry is not customs out of charge, he puts the stamp of 'As per custom order" above passing endorsement on B/E. Both the copies of the Bill of Entry and the Shed Delivery Order are then handed over to the party who takes them to the shed concerned and presents to the Shed Supdt.
7. In case the Bill of Entry bears the stamp of advance payment of Cash Office viz. charges paid before customs out of charge / forwarding, then it should be verified if there is change in B.T. N. No., value, weight and if found, party be diverted to Cash Office for re-assessment and payment of actual charges.
8. In case where the CHA/consignee has declared on the reverse of the Bill of Entry that he has paid the stamp duty to the Vessel Agent, the Asstt. Shed Supdt. / Shed Supdt. at CDO/Shed should invariably verify whether the B/L is duly discharged by the Vessel Agent and the Bill of Lading / ADO has been franked for Recovery of Stamp Duty.

#### **Shed forwarding and Customs Examination / Out of charge :**

CHA/Importer approaches to the respective shed alongwith Bill of Entry with CDO forwarding / CDO passing endorsement for obtaining shed forwarding. The CMC clerk after verification from the Import Container ledger (FCL/LCL) gives the receiving endorsement i.e. date, receipt and location of the container on the Bill of Entry. The CHA/Importer's representative thereafter approaches to Asstt. Shed Supdt. (Import) for obtaining shed forwarding. Asstt. Shed Supdt. verifies the CDO forwarding endorsement and compares Bill of Entry details in the IGM from IPOS. If all the details are found in order, CHA's representative is asked to fill up the details of the cargo in shed forwarding register and obtain the signature of the CHA alongwith DEP No. Thereafter Asstt. Shed Supdt. (Import) physically checks the DEP of the representative of CHA / Importer and initials in the Forwarding Register. Then Asstt. Shed Supdt (Import) gives Shed Forwarding

on the Bill of Entry and indicates the book no. and page no. of the forwarding Register on B/L / ADO. In case of the FCL containers before giving Shed Forwarding endorsement Shed Supdt. or Asstt. Shed Supdt. goes to the location of the container and personally verifies the seals of all the containers covered under the B/E. If the seal is intact and matches with the CMC challan seal number, Shed Forwarding is given. Thereafter CHA/ Importer approaches to OBL Cargo Supervisor for cutting the seal who provides OBL carpenter. CHA /Importer takes out the cargo and presents it for Custom examination. After Custom examination, Customs out of charge copy is generated by Customs.

### **Shed Passing :**

After Customs passing on Custom's out of charge order through EDI / mannual out of charge, payment of Port Trust charges and stamp duty and completion of Octroi formalities, the CHA approaches the Shed Supdt. or Asstt. Shed Supdt.(Import) for shed passing of the Bill of Entry. Shed Supdt. or Asstt. Shed Supdt. carries out the following checks: (a) Compares Customs out of charge order with Port Trust copy of B/E. (b) Customs "Passed out" endorsement on the Customs out of charge copy. (c) Payment of Octroi charges or Octroi Exemption stamp. (d) Payment of Port Trust charges, (e) Payment of stamp duty. If all the above are in order, Shed Supdt. or Asstt. Shed Supdt. takes out the parent shed delivery order. He compares the shed delivery order particulars with B/Entry and then puts "Please Pass" endorsement on the B/E. (If only a part consignment has been made out of charge by Customs, the SDO is passed only to that quantity.) After passing the shed delivery order and B/Entry, the passing date is noted on the Bill of Lading or ADO. After this, the SDO and B/E are returned to the party. Shed Supdt. or Asstt. Shed Supdt. (Import) dispatches to CDO all the Bills of Lading or ADOs, the Bills of Entry of which were passed the previous day.

### **Delivery of FCL Containers (Destuffed Delivery):**

#### **First Stage : Shed**

CHA/Importer approaches to Labour Supervisor alongwith Agents valid gang letter for obtaining labourers for destuffing and loading of the cargo on lorries. Before giving labourers to the CHA/Importer, Labour Supervisor verifies from Shed Supdt. that the party has completed CDO and Shed Forwarding formalities. Labour Supervisor makes entry in the FCL gang allotment register with the details of container to be destuffed for delivery. Thereafter Shed Supdt. directs the tally clerk for recording the destuffing tally. Tally Clerk physically verifies the Container No. with the number appearing on the Shed Delivery Order / Bill of Entry. If the numbers does not match the container is not destuffed. Tally is recorded by tally clerk while the cargo is destuffed and directly loaded on the lorry. The tally details are fed in the system by CMC clerk. Thereafter CMC Clerk physically verifies for the goods destuffed from the container on physical verification of the marks and nos., description of packages and no. of packages loaded on the lorry. He also verifies the container number recorded on the tally sheet with the container number mentioned on the Bill of Entry. If there is no discrepancy in the container number, quantity destuffed, marks and numbers of the packages and description of the packages, the CMC clerk feeds the lorry wise details of the cargo loaded, in IPOS and generates the gatepass through IPOS. At

the time of issuing gate pass, the CMC Clerk enters on the reverse of the shed delivery order the details such as number of pkgs., date and shift of delivery and gate pass number and initials the Shed Delivery Order. The CMC Clerk posts the delivery particulars in the Shed Import Container Ledger viz., shift of delivery, Chappa No. and date. The entry is made before handing over the gate pass to the CHA. When more than one gate pass is required to be issued against one Bill of Entry, the CMC Clerk keeps the Accountal of the quantity delivered against each gate pass. He keeps totaling up the gate pass quantity so that the final quantity tallies with the Bill of Entry quantity.

**Exception :** If any shortage is reported by the CHA at the time of destuffing of the container, the CMC Clerk recounts the number of packages under the supervision of Shed Supdt. or Asstt. Shed Supdt.(Import). If shortage is confirmed after recounting, one of the following actions are taken. (i) If the party does not want the shortage to be investigated, delivery will be straightaway given by the Shed Supdt. on the basis of an undertaking given by the CHA. (for the undertaking please see supplement No. B). (ii) If the party wants the shortage to be investigated, Security is informed and police complaint is lodged. In this event, no delivery of the subject goods will be allowed unless no objection certificate is received from the police. At all the sheds, Shed Supdt. or Asstt. Shed Supdt. will keep record of the shortage found in FCL containers. At the end of the shift, CMC Clerk hands over to Shed Supdt. all shed delivery orders for the shift. The completed SDOs are dispatched to Central Documentation Office. The dispatch is done by the CMC Clerk under the supervision of the Shed Supdt. Incomplete SDOs are kept back in the shed for a week's time. In case the party fails to turn up for balance delivery within a week, the incomplete SDOs are also despatched to Central Documentation Office by CMC Clerk and Shed Supdt. In case of delivery of part cargo from the container, the CMC Clerk as also Shed Supdt ensures that the exact quantity of the balance cargo is physically available in the container. The party proceeds to delivery gate with the loaded truck alongwith B/Entry, custom's/custodian's out of charge order and gate pass.

### **Second Stage : Delivery Gate**

The CHA/Importer hands over the B/Entry, custodian's out of charge order and Gate Pass to the Gate Inspector. The Gate Inspector compares the custodian's copy of Out of charge with the Customs copy of B/Entry and checks for Customs out-of-charge, payment of Port Trust charges and completion of octroi formalities. Thereafter Gate Asstt. checks the gate pass particulars with the B/Entry. He then physically checks and compares the marks & nos. and quantity appearing in the gate pass with the packages loaded on the lorry. If everything is in order, he allows the loaded lorry to pass out. He also feeds the related delivery data in IPOS. When the lorry passes out, the Gate Asstt. endorses on the reverse of the gate pass "Passed out" and initials. The Gate Asstt. also makes an endorsement on the B/Entry "Passed out..... pkgs." He puts the date & shift alongside the endorsement. If more than one lorry is used for carrying the goods covered under B/Entry, the Gate Asstt. adopts the following method to ensure that no excess packages are delivered: Every time a loaded lorry is passed out, he enters on the reverse of the B/Entry the gate pass

no., the quantity delivered against that gate pass and the cumulative quantity delivered up to that gate pass. For Example, if 750 pkgs. covered under Bill of Entry are delivered in 4 lorries, the endorsement will be indicated as below.: Date & Shift, Gate pass No., Quantity delivered, Cumulative quantity delivered. (1) Date & Shift : 15-6-95, Gate Pass No. : 7/54 Qty. delivered : 200 pkgs. Cumulative Qty. delivered : 200 pkgs. (2) Date & Shift : 15-6-95, Gate Pass No. : 7/76 Qty. delivered : 200 pkgs. Cumulative Qty. delivered : 400 pkgs. (3) Date & Shift : 15-6-95, Gate Pass No. : 8/11 Qty. delivered : 200 pkgs. Cumulative Qty. delivered : 600 pkgs. (4) Date & Shift : 15-6-95, Gate Pass No. : 8/37 Qty. delivered : 150 pkgs. Cumulative Qty. delivered: 750 pkgs. The above endorsement is made before the lorry is allowed to be passed out, so that if the cumulative figure shows quantity in excess of the B/Entry quantity, the lorry can be detained and the discrepancy sorted out. At the end of the shift, the Gate Asstt. segregates all the gate passes IGMwise and makes entries in the gate delivery register. At the end of the shift, the Gate Inspector checks the delivery endorsements on all the Bills of Entry and puts his signature below the endorsement Gate passes are filed shiftwise and IGM wise, which are sent by the Gate Inspector to ship's record office every Monday. The Gate Inspector dispatches all the Bills of Entry to the Central Documentation Office on the following day. In case of incomplete Bill of Entry, the party collects the B/E from the Gate Inspector by giving the acknowledgement on their application. If the party does not turn up before 10 o'clock in the morning, the incomplete Bills of Entry are also sent to CDO alongwith completed Bills of Entries. Once the gate pass is issued, if delivery could not be effected in the Day Shift the same gate pass can be used for taking delivery in the second shift and there is no need for the party to obtain a fresh shed passing on the Bill of Entry from the Shed Supdt. of the second shift.

### **3. LCL CONTAINERS**

#### **(i) LCL DESTUFFING :**

From IPOS, the Advance List is generated and the Delivery Clerk posts in the Shed Import LCL Container Ledger the list of LCL containers of a particular vessel due to arrive at CFS. The entries to be made in the Shed Import Container Ledger for LCLs are as under:

- a) GLD of the vessel.
- b) LFD for LCLs
- c) Date of receipt of CLP.
- d) Total no. of packages in the LCL container.
- e) Date of destuffing of the container.

Without CLP, no LCL container is allowed to be destuffed. The Shed Supdt. ensures that vessel agent submits the CLP of the LCL container immediately on receipt of container. The CLP is submitted in the prescribed format. (Supplement 'C') The CLP duly typed is submitted by the Agent to the Shed Supdt. Shed Supdt. / Asstt. Shed Supdt.(Import) destuffs LCL containers on the basis of seniority of the containers. The basis for drawing the seniority list is LFD of the vessel. If any LCL container is to be destuffed on priority, Sectional Asstt. Manager gives permission for destuffing the container on priority depending upon the urgency of consignment to be delivered. Shed Supdt./Asstt. Shed

Supdt.(Import) makes all efforts to ensure to destuff LCL containers before the last free date. Before physical destuffing of the container, Shed Supdt. / Asstt. Shed Supdt.(Import) verifies the CLP details with IGM and CLP in IPOS. On the basis of the nature of cargo, he makes necessary arrangements for handling and storage. Before physical destuffing, the Shed Supdt. / Asstt. Shed Supdt. (Import) verifies from the CLP whether the container contains any hazardous cargo. If there is any 'A' category or 'B' category cargo in the container, the container is not allowed to be opened. The matter is immediately reported to the Asstt. Manager for removal of the container from the CFS. If the container contains 'C' category hazardous cargo, the container with the 'C' category cargo is removed to Haji Bunder Hazardous Warehouse, after destuffing the other general cargo at the CFS. Alternatively, the 'C' category cargo itself can be destuffed at the CFS for direct removal to Hazardous cargo warehouse by the Vessel Agents under MbPT escort. In case Shed Supdt. is not able to make out whether the chemical is hazardous or not, he refers it to the Asstt. Manager, Hazardous Cargo. Only after his advice, further action to destuff the container is taken. Before destuffing the container, Shed Supdt. / Asstt. Shed Supdt. verifies physically seal number of the container with the seal number mentioned in CLP. If seal number matches with the seal number in CLP, destuffing is done. If not, he reports the matter to the security and police, and only when the discrepancy is sorted out, the container is allowed to be destuffed. The Tally Clerk notes down the seal number in the tally sheet. Thereafter, the seal is cut open by OBL carpenter in presence of Shed Supdt / Asstt. Shed Supdt. (Import), Tally clerk and Agent's representative. The LCL container is destuffed under the supervision of Asstt. Shed Supdt.(Import) Tally is recorded in the tally sheet with appropriate landing remarks, condition of packages. Sorter marks Vessel name, IGM No. & Item No. on the destuffed packages. Labour Supervisor stores the destuffed packages vesselwise & consignmentwise. He also ensures that valuable and sensitive cargoes are stored in the lockfast or pinjra or barricaded area or near Shed Supdt's enclosure. CMC Clerk counts and checks all the packages destuffed from the LCL container. He verifies if the packages physically lying exactly match with the quantity shown in the Tally Sheet. If there is any discrepancy, the CMC Clerk immediately brings it to the notice of the Shed Supdt., for investigation. The tally clerk is not allowed to leave the shed till the matter is sorted out. The CMC Clerk posts in the shed import LCL container ledger the date of destuffing of the container. He files the CLP agentwise and vesselwise and records the details of the packages destuffed. In case of discrepancies in the CLP and the packages actually destuffed, like short, excess, difference in marks and nos., etc., a report is submitted by the Shed Supdt. to Asstt. Manager in the prescribed format. (Refer to supplement 'D' for the format.)

Action plan for precautionary measures to be taken for the safety of valuable goods in containers. In order to prevent theft of valuable cargoes like drugs, medicines, pharmaceuticals following precautionary measures are taken :

- ❖ All MLOS/MVOCCS/Container operators are expected to inform the details of containers containing valuable consignment in a confidential cover in the office Dy. Manager, C.T., Asstt. Manager, I/C of respective CFSs and CSO in the following format:



Name of Vessel	IGM NO. / Date	Container No.	size	Seal No.	Nature of cargo	No. of pkgs	Expected date and shift of landing of the container

Container operator ensures that the containers are removed from Docks to nominated sites expeditiously.

- On receipt of LCL container containing valuable cargo are placed face to face at the area earmarked.
- Such LCL Container are destuffed at the nominated sites on priority on receipt on the same day or the next working day in presence of Agent's representative, Shed staff and MbPT security staff whose names are recorded in the register maintained for the purpose.
- Container operators ensures the CLP are made available at the time of destuffing and containers are destuffed on top priority.
- In case the consignment are short destuffed to the container in spite of original seal intact, seal is preserved by Shed Supdt and handed over to police for investigation at the time of lodging police complaint in such cases.
- Shed Supdt, ensures that such valuable cargo is stored in the barracad near Shed Supdt's enclosure.
- Shed Supdt ensures cargo is warehoused after three days.
- Shed Supdt reports to security control room regarding tampering of seal / shortage of cargo.
- Sectional Asstt. Manager ensures that area inside boundary wall is kept clear of cargo / Container.
- Shed Supdt ensures that idle parking of vehicles is not allowed in CFSs area during IIIrd shift.

## **(ii) DOCUMENTATION & DELIVERY OF LCL CARGO:**

Upto shed forwarding, the documentation procedure for LCL delivery is same as that for FCL container delivery. After forwarding, the CHA approaches the Shed Supdt. or Asstt. Shed Supdt. (Import) with B/E (custodian copy), Custom's out-of-charge order, payment of Octroi and payment of Port Trust charges and payment of Stamp duty. The Shed Supdt. or Asstt. Supdt. (Import) checks that LCL packages covered by the document are physically available in the shed. The Shed Supdt. or Asstt. Shed Supdt. verifies that the document is Customs out of charge, Port Trust charges have been paid, stamp duty is paid and Octroi formalities have been completed. After this verification he passes the B/Entry and the shed delivery order. The party then approaches CMC Clerk. The CMC Clerk verifies the shed delivery order and allows the packages to be loaded on the lorry. He checks marks and numbers on the packages and counts the packages while loading on the lorry. Thereafter, the CMC Clerk generates the

gate pass in IPOS. The CMC Clerk also enters on the reverse of shed delivery order the gate pass No., no. of packages delivered and date & shift of delivery. The CMC clerk makes entries as regards delivery in the LCL cargo ledger. Gate procedure is same as in the case of destuffed FCL delivery.

#### **4. LOADED CONTAINER DELIVERY.**

NOTE : Upto passing of documents by Shed Superintendent / Asstt. Shed Supdt (Import), the procedure for loaded container delivery is same as that for destuffed delivery. Then the following procedure is followed:

For taking Loaded FCL container delivery, CHA/ Importer submits Agent's CMC letter for loaded container delivery to Shed Supdt. / Asstt. Shed Supdt. (Import). Shed Supdt. / Asstt. Shed Supdt (Import) compares the container numbers in the B/Entry and custom's examination order with the Container numbers in the Vessel agent's CMC letter. Shed Supdt. registers the Vessel Agent's CMC letter and makes an entry in the loaded container delivery ledger. Shed Supdt. passes the Bill of Entry and shed delivery order like in case of destuffed delivery. He hands over to the Importer / CHA B/Entry, SDO and the original CMC letter. The CHA/ Importer approaches CMC clerk who compares the container number appearing on the container with the container number appearing in the SDO and Agent's CMC letter. He prepares the challan in duplicate. He hands over the duplicate copy of the challan to the party. He preserves one copy with Agent's CMC letter and a copy of challan is despatched to SGRO. The party presents the B/Entry, delivery challan to Gate Inspector. Gate procedure is same as in the case of destuffed delivery. Gate Inspector dispatches the B/Entry on the following day to CDOID and gate passes are despatched to ship's record Office on weekly basis.

#### **5. GREEN CHANNEL DELIVERY:**

The CHA/Importer completes Customs formalities and obtains permission from the Customs for taking the container to his premises both for examination and delivery of the goods. The permission is given on the B/Entry in the form of the following endorsement: "Containers are permitted to be removed to Importer's Godown/factory premises for customs Examination." The CHA/Importer approaches the concerned CFS preventive officer. PO checks the containers and endorse B/Entry as "Inspected the container. Original seals bearing Sr. No. ... found intact". Fresh customs bottle/punch seals are put to the containers and respective numbers are written on the customs copy of B/E. CHA/ Importer thereafter approaches Shed Supdt. for delivery. Shed Supdt. first verifies on the customs copy of the B/Entry Customs' s permission for examination of the container at party's premises. Rest of the procedure is same that of loaded container delivery.

#### **6. PART DELIVERY FROM FCL CONTAINERS:**

##### **Category – I : FCL Containers having more than one item.**

In case FCL container is having more than one item and consignee/CHA is not ready with documents of all items, the following procedures is followed.

Shed Supdts / Asstt Shed Supdt (Import) while giving forwarding to the Consignees / CHAs for FCL containers checks total number of items in each and every FCL container appearing in the Bill of lading / Bill of Entry, in IPOS. If there are more than one item in the FCL container and in case consignee / CHA is not ready with the documents for all items, they direct consignee / CHA before giving forwarding to Asstt. Manager CFS for obtaining requisite permission for delivery of part container. Subsequently, when the CHA / Consignees approaches for delivery with completed documents, the entire quantity of cargo is destuffed from the container in the presence of delivery clerk and the tally clerk. The Tally clerk and delivery clerk count the number of packages and keep aside the number of packages for which the document is ready for delivery and tally for the same is recorded by the tally clerk. The remaining packages of balance item / s which are not ready, are counted and confirmed as available in full of the manifested quantity by the delivery clerk and tally clerk and retained/ put back in to the container in presence of representatives of the CHA / Consignees and Shipping Agents and container is sealed by Agent's seal and record thereof is maintained at the shed. The entire process is carried out under the supervision of Shed Supdts / Asstt. Shed Supdt (Import). Rest of the procedure remains same as that of other containers destuffed for delivery.

Similarly, in case consignee / CHA wants to take delivery of loaded FCL containers, the number of items in each and every FCL containers appearing in Bill of Lading / Bill of Entry are checked by Shed Supdts / Asstt. Shed Supdt (Import), in IPOS, while giving forwarding as stated above. In such cases, consignee / CHA is given forwarding only when they produce ready documents for all the items in FCL containers.

### **Category – II : FCL container containing cargoes imported by canalizing agents :**

Many a time canalizing agents like MMTC, STC, etc. import the cargo in FCL containers. The cargo is sold on high seas basis to different agencies. Though the consignment is cleared by more than one consignee, the container is treated as FCL, on the basis of its original status. In such cases, the Asstt. Manager, CFS allows part delivery under vessel's agent's supervision. The balance cargo is retained inside the container after affixing fresh bottle seal by the Vessel Agent. The particulars such as bottle seal number, name of the CHA who takes delivery, etc. are recorded in the import container ledger. The rest of the procedure as mentioned in category I.

### **Category – III: Part Delivery in cases of Customs Detained Packages:**

Sometimes, Customs detain cargo for various reasons. In such cases, the part cargo from container or from the pallet is allowed by the Asstt. Manager, CFS after ensuring that the packages detained by the customs are physically counted and retained in the container. Only thereafter delivery of the part cargo/container is allowed. In case the party wants to destuff the part container and store the cargo inside the transit shed the same is allowed by the Asstt.

Manager, CFS if there is enough space available in the shed.

## **7. LOGGED ENTRY:**

NOTE:

Logged Entries are entertained for following reasons:

- 1) Non-receipt of FCL/LCL containers at the nominated site.
- 2) LCL containers received but not destuffed.
- 3) LCL packages though destuffed but not available physically for delivery.

Procedure for giving Logged Entry:

Note: The basic requirement for getting logged entry is that the party should produce proof that he is ready in all respects to take delivery and he should have taken CDO Forwarding.

## **8. FCL LOGGED ENTRY:**

In case of non-receipt of FCL container at CFS, CHA/Importer should give an application to the Sectional Asstt. Manager for registering the logged entry. The Asstt. Manager endorses the application to Shed Supdt. and Gate Inspector asking for report regarding non-receipt. Shed Supdt. mentions that the containers is appearing in the advance list but not received yet. Similarly, the Gate Inspector reports that the container has not yet entered the CFS. On the strength of this report the Asstt. Manager gives order to Shed Supdt. for logged entry. The CHA/Importer thereafter approaches the concerned shed along with the permission given by the Sectional Asstt. Manager. Shed Supdt. checks the Asstt. Manager's permission and allows the party to make the logged entry. The logged entry is prepared in triplicate. Shed Supdt. compares the particulars in the logged entry with the particulars in the Bill of Entry. He also verifies the Dock Entry Permit of CHA / Importer, who approaches for logged entry and the same is entered in the logged entry. CHA's representative who has no permanent dock entry permits is not allowed to make logged entry. Shed Supdt. signs the logged entry. He issues the duplicate copy to the CHA/Importer and obtains acknowledgement on the shed copy. The original copy of the logged entry is dispatched by the Shed Supdt. to the Container Terminal the following day. Sectional Asstt. Manager and the Shed Supdt. make continuous efforts to bring the logged entry container to the CFS. The logged entry made for non-receipt of FCL container is valid for 20 calendar days. If by this time the container is not received, the CHA/ Importer is allowed to make a second logged" entry on the 21<sup>st</sup> day.

## **9. LCL LOGGED ENTRY:**

(a) Non-receipt of container:

For giving logged entry for non-receipt of LCL containers, the procedure as for FCL container is followed.

(b) Non-traceability:

If the destuffed LCL cargo is not traceable or jammed, logged entry is given as per the procedure followed for break bulk /general cargo. The Shed Supdt. mentions the reason for non availability of the cargo in the logged Entry. Shed

Supdt. with the help of sorter and CMC Clerk , makes efforts to trace the package or make free the packages for delivery as quickly as possible.

(c) Non-destuffing:

If logged entry is to be given for non destuffing of LCL container, the procedure is same as that of non-receipt of LCL/FCL container. Only in the remark column of the logged entry, the reason should be mentioned as "Not destuffed": When logged entry is given for non destuffing of the container, Sectional Asstt. Manager and the Shed Supdt. make immediate efforts to get the container destuffed by the agent. The logged entry made for non-destuffing of LCL container is valid for 20 calendar days. If the container is not destuffed within that period, the party is allowed to make a fresh logged entry on the 21<sup>st</sup> day.

## 10. REMISSION (3 FREE DAYS)

If the FCL container, other than that destined to or received from ICD transshipment Containers and the FCLs cleared through private CFS having reached the notified area has not been destuffed for no fault of the consignee, the consignee will be entitled to a remission in demurrage charges on obtaining the endorsement on the Bill of Entry as under. :

Conditions to be fulfilled	Endorsement of the B/E by the Docks official	Non-accrual of demurrage.
(a) B/E to be presented with order for Customs examination of cargo and documents of title	Endorsement "Consignee presented document with orders of Customs examination, but goods could not be forwarded for examination" (reasons to be recorded in writing) to be made by Shed Supdt., and signed by Asstt. Manager	3 Calendar days including the date of presentation of B/E.
(b) B/E to be presented with "Out of Customs charge" endorsement/ ready for clearance	Endorsement "Cargo not destuffed", (reasons for not destuffing the container should be recorded in writing) to be made by the Shed Supdt., and signed by Asstt. Manager	3 Calendar days including the date of presentation of B/E.
(c) On presentation of B/E on the 2 <sup>nd</sup> occasion to the Shed Supdt., with endorsement of Customs "Out of charge ready for clearance" on the 4 <sup>th</sup> calendar day mentioned in Col.	Endorsement "Cargo not made available for delivery within the period of 3 Calendar days as container could not be destuffed" (reasons to be recorded in writing) to be made by Shed Supdt., and signed by the Asstt. Manager	3 Calendar days beyond the period as at (b) above.

(3) against (b) above.		
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## **11. GROUNDING OF FCL CONTAINERS**

For grounding FCL containers, CHA / Importer gives an application to the Shed Supdt. Shed Supdt. verifies from the Port Trust copy of the B/Entry whether the party has taken CDO forwarding. Only on that verification he entertains the grounding application. Shed Supdt. relays to the concerned transporter the containers that are to be grounded. The transporter grounds the container before 9 am next day. If the containers are not grounded by the transporter before 9 am Shed Supdt. follows up with the transporter to get the container grounded. He also informs the Asstt. Manager so that the later can take up at his level for grounding the container.

### **Warehouses**

The warehouses falling under the jurisdiction of ID and P&V are looked after by Dy. Manager, Cargo Accountal for the upkeep, management and operational requirements. Whereas all the other warehouses situated outside the Dock area and falling in respective CFS zones are looked after by the respective sectional Asstt. Managers of the respective sections and the operational and functional activities are controlled and supervised by these officers. However for administrative purpose these warehouses fall under the purview of Dy. Manager, Cargo Accountal.

## **12. EXPORT**

### **PORT STUFFING**

#### **Pre-carting procedure**

Vessel Agent/Container Operator gives a letter to Shed Supdt for opening of carting for a particular vessel. Shed Supdt retrieves VCN for the vessel concerned through IPOS and feeds the details in the carting permission menu. Asst Shed Supdt (Export) opens a Shed Export Register wherein he enters Vessel Name, Voy. No. and Rotation Number. He also maintains a register, financial yearwise with running serial number for each export vessel.

#### **Carting Procedure**

Exporter/CHA approaches Shed Supdt. for carting permission alongwith check list / Shipping Bill. Shed Supdt. scrutinizes the checklist / Shipping Bill for the following details : a) Compares PT copy with the Customs copy of the S/Bill and puts "Compared" stamp on the PT copy . 'Compared' stamp is not put on the checklist (b) If the Cargo is a chemical, he verifies its category from the Hazardous Cargo Book. If the cargo is 'A' or 'B' category, carting is not permitted. If it is 'C' category, he gives carting only for direct stuffing. (c) If a particular chemical is not found in hazardous cargo list, he directs CHA/Exporter to obtain exact category of the cargo, from Asstt. Manager, Hazardous Cargo/ Port Safety Officer. Shed Supdt. gives permission for carting

by putting a remark "Please Allow" on the Port Trust copy of the Shipping Bill/Checklist for export. He signs the endorsement. He simultaneously feeds shipping bill number and carting date in IPOS.

After obtaining carting order from the Shed Supdt., CHA /Exporter presents the Shipping Bill/Checklist for export to Asstt.S/Supdt. (Export). Asst Shed Supdt (Exports) enters the details of the export consignment in the Shed Export Cargo Register. He writes the page number of the Export Cargo Register on the S/Bill.

## **Receipt of Export Cargo**

### **First Stage : Gate**

When the shipper/CHA brings the export goods, at CFS Gate alongwith carting permission from Shed Supdt. on Shipping bill / Export Checklist, Gate Inspector checks whether carting order has been issued by the Shed Supdt. He then gives the Shipping Bill/Check list for export to Gate Assistant. CHA /Exporter handsover cart chit of the lorry in which the goods have been brought to the Gate Asstt.. The Gate Asst. verifies the marks of the packages in the vehicle with the Shipping Bill/Check list marks. He counts the packages in the vehicle and notes it on the cart chit. Gate Asstt. keeps the cart chits vesselwise and shipper-wise. Based on the cart chits, Gate Asstt. endorses the Shipping Bill/Checklist the number of packages passed in during the shift. He keeps the Shipping Bill/Checklist at the gate till the receipt of all the packages covered by the Shipping Bill/Checklist. In case of non receipt of entire packages covered under the shipping bill/checklist, shipping bill/checklist is returned to the CHA/Shipper at the end of the shift after endorsing the number of packages received during the shift. Gate Assistant make data entry of cargo received during the shift in IPOS. Carting order is valid for three days including the date of carting. Hence the shipper can bring the export goods within a period of three days without obtaining fresh carting order every day. Once the full quantity covered under a Shipping Bill/Checklist is carted CHA/ Exporter collects the Shipping Bill/Check list from the gate. At the end of the shift, the Gate Asstt. prepares Export Cargo Gate Register vesselwise and in duplicate. In the Gate Register the page number of Export Cargo Register is written against each S/Bill number. The Gate Register is signed by both Gate Inspector and Gate Assistant. The original Gate Register for export cargo is sent to the concerned shed on the following day and the duplicate is sent to the Labour Office. The cart chits are arranged vesselwise and sent to Ship's Record Office once a week by Gate Inspector.

### **Second Stage : Shed**

When the lorry with the export cargo arrives at the shed, the CHA/Exporter gives the cart chit to the Asstt. Shed Supdt. (Export). The packages are offloaded from the lorry under the supervision of Asstt.Shed Supdt.(Export) and the Labour Supervisor. The later ensures the orderly unloading of the packages from the lorry and their proper stacking in the shed.

After the packages are offloaded, Asstt. Shed Supdt.(Export) posts in the Export Cargo Register the receiving particulars from the cart chit. He then makes data entry of receipt of export cargo in IPOS. When the Export Gate Register is received, Asstt. Shed Supdt. (Export) verifies the receipt of cargo in the Shed Export Cargo Register.

### **13. DOCUMENTATION AND STUFFING :**

The CHA / Exporter presents the cargo to the Customs Appraiser for examination. After obtaining “Let Ship” order from the Customs, he hands over the Customs copy of the S/Bill to the Agent. The Agent collects all the Custom passed S/Bills and arranges gang through the Shed Supdt/OBL Supervisor for stuffing the cargo. Prior to stuffing of cargo, following procedure is adopted:

On obtaining carting permission from Shed Superintendent, the Exporter/CHAs pays provisional wharfage on the declared quantity / FOB value indicated in the shipping Bill and Chhapa / Receipt is issued. The Exporter/CHA then submits a copy of provisional wharfage of Shipping Bill/check list to the Asstt. Shed Superintendent of the shed whereafter stuffing is permitted.

At the time of taking the stuffing tally, the tally clerk ensures that goods covered by Custom passed S/Bills only are stuffed into the container. After stuffing the cargo in the container. Table clerk makes data entry of stuffing of cargo in IPOS. Thereafter, based on the tally sheet, Asstt. Shed Supdt. (Export) records the stuffing particulars in a stuffing register. The entries made in the register are : (a) container number (b) date & shift of stuffing (c) vessel name (d) rotation no. (e) size of container. (f) Fully or partly stuffed. Subsequently, the Table Clerk prepares DOC. In the case of part stuffed containers, the Shed Supdt. notes down the number of the container and ensures that such containers are fully stuffed within three days. If not, he reports the matter to Sectional Asstt. Manager for further action. Under no circumstances, CMC Clerk issues challan for partly stuffed container. The Shed Supdt. ensures that agent issues mate's receipt within 24 hours of the sailing of the vessel for which the cargoes have been stuffed. The mate's receipt numbers are posted by Asstt. Shed Supdt. (Export) against the respective S/bills in the Export Cargo Register. The Shipper / CHA approaches Asstt. Shed Supdt. (Export) for getting shipment endorsement alongwith PT copy of Shipping Bill / Checklist. Asstt. Shed Supdt. verifies ECR and endorses on the Shipping Bill/checklist the date of receipt and date of stuffing of the cargo.

After stuffing of the export cargo, the Exporters / CHAs approaches Cash Office for payment of charges including demurrage, if any. The port charges including the wharfage / demurrage is debited from the P. D. Account of the Exporters / CHAs and less / excess recovery in the provisional wharfage charges is adjusted by debit / credit in the final chappa. Exporters/ CHAs are expected to make payment within 15 days after stuffing the cargo, failing which interest @18% per annum is recovered. When no demurrage charges are due “NIL” Chappa is issued by Cash Office. Asstt. Shed Supdt. (Export) hands over the Mate's Receipt to the shipper / CHA only after recovery of Upto date Port Trust charges. Asstt. Shed Supdt. (Export) posts in the Export Cargo Register the chappa number & date against the relevant S/Bill number. Once the ECR is



completed with reference to all the S/Bills, Asstt. Shed Supdt.(Export) sends the Register to the Revenue Audit along with the S/Bills / Check list and Gate Register. If an Export Cargo Register is pending for want of a few S/Bills (Chappas), an extract of the ECR is prepared by the Asstt. Shed Supdt. (Export) for the unreceived S/Bills. The extract is retained at the shed and the original ECR with the rest of S/Bills and Gate Register are dispatched to Revenue Audit. Meanwhile, Asstt.S/Supdt. (Export) and Shed Supdt. make efforts to obtain the pending Shipping Bills/checklists. If S/Bills (Chappas) are not surrendered for a month and M/Receipt is pending, the Asstt. S/Supdt. and the S/Supdt. sends a report alongwith pending M/Receipt to the Dy. Manager, CFS Office. The Dy. Manager, CFS Office takes further action to enforce CHA/Exporter for recovery of Port Trust charges.

### **Movement of Export Containers :**

For movement of export containers to Docks, the transporter gives transporter's slip to the CMC clerk. CMC Clerk verifies the particulars with the stuffing register and also checks Dy. Manager, CT's permission for movement of container to Docks for the vessel and generates two copies of challan through system. When the export container approaches the CFS Gate, the transporter gives original copy of the challan to the Gate Assistant. Gate Asstt. first checks the vessel name and verifies that the movement of containers for that particular vessel is permitted by Dy.Manager Container Terminal. If the vessel name appearing in the challan is not permitted for movement to docks by Dy.Manager, Container Terminal, he does not allow the container to move out. Thereafter, the Gate Asstt. physically checks the condition of the seal, seal number, container number and lorry number. If he finds any discrepancy, he does not allow the container to move out unless the discrepancy is sorted out.

Gate Asstt. enters on the copies of challan the date/ shift & time of exit of container. He then hands over the duplicate copy of challan to the transporter. The original copy of challan is retained at the gate. Simultaneously he makes data entry in IPOS. At periodical intervals, the Gate Inspector, CFS, relays to Gate Inspector, OGPD, the number of containers passed out.

### **14. FACTORY STUFFED CONTAINER**

On arrival of factory stuffed container at the CFS gate, CHA/Exporter approaches the Gate Asstt with Agent's challan in triplicate (yellow, brown & white), the Excise Invoice or copy of S/Bill. The Gate Inspector checks the commodity covered by the S/Bill or Excise Invoice. If the cargo is a chemical, he finds out from the Hazardous Cargo List the category of the cargo. If 'A' or 'B' category, he does not allow the container to pass in. If the chemical is not appearing in the Hazardous Cargo List and he is unable to ascertain the category he confirms the same from Asstt. Manager, Hazardous Cargo / Port Safety Officer. Gate Asstt. collects the documents and physically checks the following : (a) Container No.(b) Seal No.& condition of seal. (c) Condition of the Excise seal. If the above are in order, Gate Asstt. signs on all copies of the challan and returns white copy to the CHA/ Exporter. He retains the yellow & brown copies of the challan and Excise Invoice or S/Bill at the gate. He allows the container to move in to the CFS. He feeds container number, size, line code, location in CFS, port of destination, gross weight, CHA name and number. Gate Asstt enters in the

containers no. date & shift of receipt, size & status in the Movement Register for Factory Stuffed Containers. Gate Asstt. also prepares the Gate Register for factory stuffed containers. This is prepared vesselwise & agentwise, as is done in the case of carting of general cargo. The Gate Register alongwith Invoice/Shipping Bill and the brown copy of the challan are despatched to the respective shed by the Gate Asstt. Yellow copy of the challan is sent to EDP Section on the following day. Asstt. Shed Supdt. (Export) maintains a register for factory stuffed containers. Asstt. Shed Supdt. (Export) posts the shed register the following details of the factory stuffed container : (a) Container No. (b) Date & shift of receipt (c) Vessel name. (d) Size of the container. (e) Date of readiness of the container (f) MbPT chappa no. & date. (g) Mate's Receipt No. & date. (h) CHA's name. (i) Agent's name. (j) Date of removal. When the container is made ready by Customs, the CHA approaches the Asstt. Shed Supdt. (Export). He presents both the Port Trust and Customs copies of S/Bill. Asstt. Shed Supdt. (Export) compares the Port Trust copy with Customs copy of S/Bill and puts "Compared" stamps on the Port Trust copy. He verifies Customs passing of the document and also payment of Port Trust charges. After verification, Asstt. Shed Supdt.(Export) retains the Port Trust copy of the S/Bill and issues "Let move" memo to the CHA. Thereafter Asstt. Shed Supdt. (Export) makes entry in the Gate Factory Stuffed Container Register the Chappa No. & date against the relevant container number. Simultaneously, he posts the chappa number & date in the Shed Factory Stuffed Container Register. The CMC Clerk generates the challan on the basis of "Let move" memo. Thereafter he makes entry in the Shed Factory Stuffed Container Register the date of removal of the container. The procedure for passing out the container at the gate is same as that for Port Stuffed Container. Asstt. Shed Supdt.(Export) forwards Gate Factory Stuffed Container Register along with the S/Bills and duly paid chappas to Revenue Audit. This is done Gate Register leafwise and not vesselwise. As soon as all containers appearing in one gate register have been accounted for (removed to Docks) the gate register is sent to Revenue Audit, without waiting for completion of gate registers of the entire vessel.

## **15. MISCELLANEOUS**

### **Empty container movement :**

Empty container is generated in the CFSs under two circumstances :

1. Due to destuffing of FCL/LCL container.
2. Empty container brought for stuffing from outside like private empty yard and MbPT Docks. Whatever are the circumstances, it is necessary to strictly monitor the lying and movement of empty container in the CFSs. The procedure is as under:

The CMC Clerk maintains an Empty Container Register, which has the following entries: (a) Container No. (b) Agent (c) Date of destuffing/ Date of arrival. (d) Date of removal. (e) Removed to. (f) Date of stuffing. (g) Stuffing shed. On destuffing of an

FCL/LCL container, CMC Clerk enters in the Empty Container Register the container no. agent name and date of destuffing. If an empty container is received from outside the CFS, for that also CMC Clerk makes entries in the Empty Container Register. Instead of date of destuffing, date of arrival is shown against the container. At the time of removal of empty container from CFS the transporter approaches

CMC Clerk with transporter's slip for movement of empty container, the CMC clerk verifies the Agents' name and container No. and status of container and issues container movement challan and container is moved out of CFS. One copy of the challan is handed over at CFS gate. The Gate Asstt. compares the physical container number with the challan container number and allows the container to move out.

After passing out the empty container, the Gate Asstt. makes an entry in the Out-Gate Register mentioning only the container number and status.

### **Receipt of Import container transshipped from JNPT or any other port:**

For bringing JNPT containers to Mumbai Port, Agent/ Container operator approaches Dy. Manager, CFS office. Asstt. Manager CFS's office allows the containers to be brought to Mumbai Port. On the strength of the permission given by the Asstt. Manager, CFS the container operator moves the other port container to the nominated CFS. The container is moved under Transshipment document passed by the Customs. When the container is brought to the CFS Gate, the agent or his transporter hands over to the Gate Inspector two copies of private challan, permission letter, and TP document. The Gate Inspector confirms that the container is brought under Asstt. Manager, CFS's permission and Customs passes TP document. The Gate Asstt. checks physically the number on the Customs seal fixed to the container with the seal number indicated on the TP. After checking the other particulars of the container like container number, etc. the Gate Asstt. retains a copy of the Transshipment Permit and the challans and allows the container to move in. On the copy of the Transshipment Permit the Gate Asstt. endorses the date of receipt against the container and retains the TP at the Gate. If many containers have to be brought under one TP document over many days, the agent has to produce Xerox copy of the TP Document every time. The Gate Asstt. as detailed earlier, posts the date of receipt against the respective container. The Gate Asstt. enters in the Gate Import Container Ledger the details of the containers brought from the other port. In addition to the usual details he posts the TP number. Gate Inspector sends the challan together with the TP to the S/Supdt. concerned. At the shed, a separate page to be opened in the import container ledger for import containers transshipped from JNPT or other port. This register is to be maintained vessel wise & agent wise, as is done in the case of normal import containers. The additional information to be written are: TP number and whether brought by rail or road. After posting, the TP's the same are filed vessel wise and agentwise. In the case of import containers brought from other ports, no advance list is necessary. The Transshipment document itself is considered as an advance list and the entries made in the import Transshipment Container Ledger itself are sufficient for all transactions including forwarding, delivery, etc. When the consignee comes for forwarding of the container transshipped from other port, the CMC clerk verifies from the Transshipment Container Register the date of receipt of the container. On the basis he makes

endorsement of receipt of container on Port Trust B/E, CMC “Transshipment Containers received by road on .....”

The CMC clerk initials this endorsement. Thereafter CHA / Consignee approaches Asstt. Shed Supdt. (Import) who initials the receipt endorsement. Thereafter CHA/Consignee approaches Asstt. Shed Supdt (Imports) who initials the receipt endorsement made by CMC Clerk on verification of Bill of Lading. On the basis of the endorsement “Container brought from other port” the Cash Supervisor recovers MbPT charges. Rest of the procedure for delivery of Transshipment containers are same as that for normal import container. Regarding billing of container related charges, the CMC Clerk prepares every day DOC for the container brought from other ports and feeds in the system.

### **Reworking of Container :**

The agents / container operator, after obtaining customs permission for reworking, approaches Dy. Manager, CFS Office. The permission is granted by Dy. Manager, CFS office on the strength of customs permission for reworking. Thereafter, Agents / container operator approaches Shed Supdt concerned, alongwith Dy. Manager, CFS permission and PDR copies (Stevedoring charges for destuffing and stuffing), who arranges gang for the same. Destuffing and stuffing tally is maintained and DOC (both destuffing and stuffing) is prepared and fed in the system. On completion of reworking, Asstt. Shed Supdt (Export) makes endorsement of reworking on the shipping bill for recovery of Port Trust charges for reworking by Cash Office. Asstt. Shed Supdt (Export) ensures that all port trust charges including reworking charges are paid before parting the Mate Receipts to the CHA / exporter

### **Transfer of Export Cargo:**

The day following the last stuffing of a vessel, the agent submits to the Shed Supdt. a list of shut-out cargoes. The Asstt. Shed Supdt. physically counts the no. of packages shut out as per the list. Subsequently, shut out cargoes are transferred to another vessel. There are four kinds of export cargo:

1. Transfer of the full export consignment from one vessel to another, stuffed in the same shed.
2. Transfer of part consignment from one vessel to another vessel, stuffed in the same shed.
3. Transfer of cargo from one shed to another shed in the same CFS.
4. Transfer of cargo from one CFS to another CFS or to Docks.

The procedure for each kind of transfer is as follows:

If a full consignment is shut out, the vessel agent amends the vessel name in Customs copy of S/Bill before stuffing it into another vessel’s container. In the case of part shut out of a consignment, the shipper prepares a fresh S/Bill for the shut out portion. He completes the Customs formalities and stuffs the cargo.

If the party wants to remove the cargo from one shed to another shed in the same CFS, the party takes carting order from the agent of the other vessel and the Shed Supdt. of the other shed.

Thereafter the Asstt. Shed Supdt. (Export) prepares the transfer memo for moving the cargo to the other shed. On the transfer memo he indicates the date of original receipt of the cargo and the name of the original export vessel. If the shipper wants to remove the cargo from CFS to CFS or to Docks, the same procedure as for transfer to another shed is followed. i.e. carting order at the later shed, transfer memo etc. An additional procedure in this case is that the cargo is allowed to be moved to another CFS or Docks under MbPT and Custom escort. In this case, the transfer memo is surrendered at the gate and is treated as the gate register.

## **16. BACK TO TOWN PROCEDURE**

When the shut out cargo / Factory stuffed container is to be taken back to town, the shipper approaches the Asstt. S/Supdt. (Export) and takes the receipt and lying position on the Port Trust copy of the S/Bill with the above endorsement the CHA completes Customs formalities and obtains Customs permission for taking the goods / factory stuffed container back to town. The CHA approaches the Asstt. Shed Supdt. (Exp.) with the Port Trust copy of S/Bill and Customs' permission. The Asstt. S/Supdt. (Exp.) feeds the Customs file number for back to town in system and he makes endorsement on the S/Bill to Cash Supervisor for recovery of Port Trust charges, allowing the party to remove the cargo back to town. The party goes to Cash office and pays upto date charges on the S/Bill. The CHA returns to the Asstt. Shed Supdt. and presents the PT copy of the S/Bill. The Asstt. S/Supdt. (Export) verifies the payment of charges and makes an endorsement on the S/Bill "Please pass" and signs the endorsement. The CHA approaches the Delivery Clerk with S/Bill. The Delivery Clerk checks the Asstt. Shed Supdt.'s endorsement of passing. He then prepares the gate pass/challan in case of factory stuffed container similar to the one he prepares for import container delivery. The shipper brings the cargo to the gate and presents the S/Bill, Customs' permission and the gate pass to the Gate Inspector. The Gate Inspector verifies Asstt. Shed Supdt.'s endorsement on the S/Bill regarding removal of cargo factory stuffed container back to town. He also verifies upto date payment of charges. The Gate Asstt. checks the marks and nos., appearing on the packages with the marks and nos. container number in the gate pass. He also checks and counts the no. of packages loaded on the truck. After that, he allows the cargo / factory stuffed container to be moved out. Gate Asstt. makes the "Passed Out" endorsement on the S/Bill like he does in the case of import delivery. This endorsement is signed by the Gate Inspector. At the end of the shift or next day, the Gate Asstt. returns the S/Bill and the Customs' permission to the Asstt. Shed Supdt. (Export). He dispatches the gate pass along with import gate passes to the Ships Record Office. Asstt. Shed Supdt. (Export) posts in the Export cargo Register / factory stuffed containers register the date of removal of the cargo / factory stuffed container back to town, and Chappa No. and date. The Customs' permission is attached to the parent S/Bill and sent to Revenue Audit in the normal course along with Shed ECR.

## **17. MAINTENANCE, UPKEEP AND HOUSEKEEPING :**

**Stacking and Traffic Discipline:**

The Shed Supdt. and the Labour Supervisor liaise with the respective transporter and ensure that containers are stacked within the bays /slots in the area earmarked Agent-wise / Transporter-wise. No container should lie outside the bay. 20 ft. containers are stored in 20 ft. bays and 40 ft. containers in 40 ft. bays. No container are to be stacked parallel to the road. All containers are stacked only perpendicular to the road. Containers are not stacked with their mouths open to the road. The Shed Supdt. and the Labour Supervisor strictly enforce the traffic discipline in regard to one-way traffic, No parking, etc. They take assistance of Asstt. Security Officer of the area and the Security personnel posted in the yard for maintaining traffic discipline.

**Maintenance and upkeep:**

Empty pallets and other packing materials are removed from the yard and shed on a day-to-day basis and are stored at the place earmarked. He reports the position to Asstt. Manager, Sales for disposal by referring to U/C No. Rubbish, garbage etc. is got removed by the Sanitary Branch daily. The S/Supdt. periodically inspects all the areas in the shed and the yard and if there is any civil or mechanical fault like uneven surface, pothole, poor illumination etc. he reports to the concerned engineering department for carrying out necessary repairs in ISO format. The Asstt. Shed Supdt. (Import) closely monitors delivery of LCL cargoes from the shed. On expiry of the LFD of the LCL containers, he promptly arranges to warehouse the LCL cargoes. For both LCL cargoes and FCL containers, the Shed Supdt. and the Asstt. Shed Supdt. ensures that U/C list is fed in the system (IPOS) on 23<sup>rd</sup> day from the GLD of the vessel. On preparation of U/C list, Asstt. Shed Supdt. arranges to place a sticker on FCL containers which consists of the name of the vessel, IGM NO., GLD, U/C List No., Date of inventory and Lot No.

**Hazardous cargo / Container Operations IMPORT:**

Vessel Agent gives a list of hazardous containers before berthing of vessel to Asstt. Manager I/C Hazardous Cargo or Safety Officer for certification of hazardous cargo category, Asstt. Manager (Haz. Cargo) / Safety Officer certifies the category of hazardous containers as per the list of Dangerous Goods / Hazardous cargo. The certified copies are submitted to Dy. Manager, Container Terminal, Dy. Manager, ID. The vessel Agent also gives the Advance List of containers mentioning the category of cargo whether hazardous or general. Hazardous cargo / container are categorised in four categories viz. A, B, C, D.

‘A’ category cargo /containers are handled in stream for direct delivery from Haji Bunder / Ship under Customs supervision.

‘B’ category cargo/ containers are removed immediately after discharging from Docks to Haji Bunder (Haz.) Warehouse. ‘B’ Category containers are not to be stored in the Docks or any other CFSs.

If a container is containing ‘C’ category cargo, the same is moved to Haji Bunder (Haz.) warehouse for destuffing, storage and delivery. The containers having mixed stowage of ‘C’ and general category cargo can be moved to the respective nominated site where the general cargo is destuffed and ‘C’ category cargo is kept back in the container. Vessel Agent makes arrangement for shifting

of container for destuffing of 'C' category cargo at Haji Bunder. Vessel Agent may also destuff and warehouse immediately 'C' category cargo from nominated site to Haji Bunder Hazardous Warehouse at their own cost under MbPT escort.

In case, consignee is ready with documents for such 'C' category cargo, the same can be permitted for direct delivery from container on completion of Customs and MbPT formalities.

'D' category cargo can be handled at CFS/Docks for storage and delivery.

### **EXPORT:**

Exporter /CHA is required to take prior permission from Asstt. Manager Hazardous cargo before bringing factory stuffed containers containing 'A' category in Haji Bunder. Such containers are brought to Haji Bunder only for completing customs formalities and thereafter moved immediately to Docks under intimation to fire Brigade for loading on vessel.

Exporter/CHA are permitted to bring factory stuffed container containing 'B' category cargo or 'B' category break bulk cargo to Haji Bunder for storage. Such container after customs examination are moved to Docks for direct loading on vessel. 'B' category break bulk cargo is permitted to be stuffed at Haji Bunder. Thereafter the container is moved to Docks for direct loading on vessel.

'C' category factory stuffed container can be received at nominated site. However, 'C' category break bulk cargo can be permitted at the nominated site for direct stuffing into container or otherwise such cargoes are carted at Haji Bunder.

Rest of the procedure for export-containerized cargo is same as that of other General Cargo Containers.

### **REEFER CONTAINERS:**

#### **1. Factory stuffed:**

Factory stuffed export reefer containers are brought by the Exporter / CHA at the Frere Basin for putting the container to the reefer plug point. On receipt of the container from the gate, it is put to reefer plug point by the vessel Agent's representative. The documentation and procedure for receipt of such container at the gate and shed is same as in the case of normal factory stuffed containers. CMC clerk makes entry in the time register for plugged in and plugged out time and the same is also fed in the system for billing purpose. He also takes the physical inventory of the factory stuffed containers.

The procedure for movement of reefer container to Docks is same as in the case of normal factory stuffed container.

#### **2. Import:**

Procedure for reefer import container is same as that of General cargo import Containers and the record for plugged in and plugged out is

maintained by CMC clerk as mentioned above at Sr. No. 1

### **Procedure for destuffing of longstanding containers**

1. Vessel Agents can make application for destuffing of FCL containers, lying for more than 60 days from landing alongwith copies of CLP.
2. On receipt of application, lying position of containers from respective locations is confirmed and also whether if container is under any Custom action.
3. After receipt of report from Shed Supdt., destuffing of longstanding container is permitted at a suitable warehouse, depending upon the nature of cargo and availability of space. The containers having cargo in bulk viz. metal scrap etc. are not permitted to be destuffed as a matter of policy of Port.
4. If container is detained by any of the Customs Agency, destuffing is not permitted unless Custom permits the same.
5. Request for destuffing of FCL containers by CHAs/ Importers:

Destuffing of FCL containers is also permitted on request made by importers / CHAs if they are not able to take delivery of their consignments quickly for want of completion of statutory formalities by them such as production of documents of title of goods, DEPB license etc. in original to the statutory authorities. In such cases, permission for destuffing is granted to CHA/consignee/ importer provided the concerned CHAs/Importers makes payment of MbPT charges due and accrued / which shall be accruing on the consignments till the expected date of clearance in advance. The consignee is also required to undertake that they shall clear cargo and in case of delays, they shall continue to pay the demurrage as applicable.

### **Coal handling :**

Haji Bunder Jetty with a berth length of 165 mtrs. is earmarked for handling coal. The mother vessel carrying coal discharges coal into barges and barges are permitted berthing at Haji Bunder for discharging coal. At a given time, barges of 2 vessels are permitted discharging coal at Haji Bunder simultaneously. Coal handling jetty and back up area is isolated from rest of the Haji Bunder complex by providing a compound wall. Presently there are 5 storage areas viz. TPX Plot admeasuring 11,189.12 sq. mtrs., Modi Stone Tyre Plot comprising 3 plots of 12000 sq. mtrs. each, Petroleum Godown admeasuring 20,046 sq. mtrs., 'S' Plot admeasuring 12,840 sq. mtrs. and 'J' Plot along with RR1494 Plot admeasuring area of 11930.31 sq. mtrs. are permitted for storage of coal after further clearance from Haji Bunder Jetty on recovery of license fees.

Agents/Importers give tentative schedule of their vessel due to arrive with



approximate quantity of coal on board. Discharging permission at Haji Bunder is granted subject to filing of IGM with Customs and MbPT and on advance payment of monthly water conveyance charges for the barges to be deployed. Importer/ CHA files the bill of entry, gets the cargo out of charge from the Customs and clears the cargo from Haji Bunder on payment of Port Trust charges. Coal handling agents/ importers have to strictly adhere to the pollution control measures while handling coal. They have to carry out continuous sprinkling of water on coal mounds to prevent fugitive dust emission. Coal discharged at Haji Bunder is cleared in the leak-proof dumper properly secured with the tarpaulins. Some quantity of coal cleared from Haji Bunder is directly despatched to the destination and some quantity is removed and stored at the storage areas nominated for the purpose.

MPCB and MbPT have prescribed various pollution control measures while handling coal at Haji Bunder and storage areas as laid down in Circular dated 10.10.2005. Coal handling agents and importers also carry out ambient air quality testing at the handling areas and other residential areas and they are submitting monthly reports to MPCB as well as MbPT.

## **18. NORMS FOR DISCHARGING OF FUNCTIONS**

<b>Sr. No.</b>	<b>Subject</b>	<b>Duration/Time taken</b>
<b>MOVEMENT OF CONTAINERS</b>		
1	<b>Clearance of in and out movement of containers at the gate</b>	5 minutes
2	<b>Grounding of containers in the yard after receipt of request</b>	24 hours
3	Receipt of all FCL/LCL containers from Docks to CFS	Within 3 days from the date of landing
4	Receipt of 'B' category hazardous containers in hazardous goods container terminal (Haji Bunder)	Immediately on the date of landing from the Docks
5	Passing of Bills of Entry after receipt of completed documents	30 minutes
6	Destuffing of LCL containers	Before LFD
7	Completion of export cargo registers	2 months
8	Replies to queries from users/officers	7 days or as per the target date given
9	Decision regarding allowing log entry or otherwise	1 day
10	Issuing of challans for container movements	15 minutes
11	Forwardal of unclaimed Mate's receipts from shed to CFS office	30 days from the date of stuffing
12	Permission for reworking/back to town of export cargoes	1/2 day

13	Permission for destuffing of long standing containers	4 days
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## SUPPLEMENT 'A'

The prescribed time-limit for the movement of containers between Docks and various Container Freight Stations are as below:

<b>Movement</b>		<b>Timelimit</b>
(1) Docks to Frere Basin	:	10 minutes
(2) Docks to MOD, 'E' Shed Grain Depot, RCD, Cotton Avenue CFS And 'M' Jetha.	:	20 minutes
(3) Docks to STP, Hay Bunder, Haji Bunder, Haji Bunder Contr. Depot, and Sewri Warehouse.	:	30 minutes
(4) Docks to Wadala Container Complex (Six-Acre Plot, Golden Yard, etc) and Incinerator Plot.	:	45 minutes

## SUPPLEMENT 'B'

Date:

To,  
Asstt. Manager,  
\_\_\_\_\_MbPT

Dear Sir,

Sub : Undertaking in respect of shortage  
found in seal-intact containers.

-----

We are the Custom House Agent / Importer of a consignment of  
\_\_\_\_\_ no. of packages manifested at Item No. \_\_\_\_\_ of \_\_\_\_\_ m. v.  
\_\_\_\_\_ IGM No. \_\_\_\_\_ brought in following  
containers:

At the time of examination of this consignment we have found a shortage of  
\_\_\_\_\_ no. of packages. In this regard, we hereby declare that:

1. The seals of all the above containers were found intact at the time of opening of the containers.
2. At the time of opening of the containers the cargo stacks inside the containers were apparently in intact condition.
3. We do not suspect that the shortage has occurred while cargo was in Port's custody and therefore we do not want police complaint to be lodged for the shortage.
4. In the light of the above undertaking we do not hold the Mumbai Port Trust responsible for the shortage and we will not lodge claim for the shortage at any later date.
5. We give the above undertaking on our own volition and on behalf of our client, M/s. \_\_\_\_\_, the importer of the above consignment.

In view of the above undertaking, we request you to release the consignment immediately for delivery.

Yours faithfully,

Signature of Consignee/ CHA

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## ***INTRODUCTION***

- 1 Sales Branch deals with the auction of uncleared/unclaimed/ abandoned cargo lying in the port premises.
- 2 The supervisory officer of the branch is Deputy Manager, Auction Sales. Two branch officers i.e. Asstt. Manager (Sr.) and Asstt. Manager (Jr.) are looking after the work of Pre-Sale formalities and Post-Sale formalities respectively. The Office Superintendent, Asstt. Office Superintendent, Stenographer, Sr. Assistants, Jr. Assistants, TCCCs etc. are performing the day-to-day activities of the Sales Branch under guidance, supervision and control of the branch officers and the supervisory officer.
- 3 All the goods after expiry of two months from the time they are passed into the custody of MbPT or in case of animals or perishable cargo or hazardous cargo after expiry of such shorter period not being less than 24 hours after their landing, are listed for sale by public tender or private agreement or any other manner as stipulated under Section 61 & 62 of Major Port Trusts Act, 1963.
- 4 A list of such uncleared cargo is prepared by the location where cargo is lying. This list is prepared “ONLINE” and the same is verified/processed by Central Documentation Office. The processed list is thereafter generated “ONLINE” in the Auction Sales Branch. All the consignments listed for sale are allotted lot numbers with alphanumeric characters. The Alphabet prefixes are assigned to the lots based on the year of listing. The lot numbers are started afresh for every financial year with new alphabetical prefix. A list of all such items is prepared in the form of sale list and send to various associations including Importers’/Exporters’ Association and Custom House Agents Association for their information, requesting the Consignees/CHAs to effect clearance of the consignments within ten days from the date of sale notice.
- 5 Simultaneously, statutory notices are also issued to the Consignees/Vessel Agents and other concerned parties. Inventory of the goods is taken and their value is assessed by MbPT valuers. Notification of sale of uncleared cargo is also published in the Maharashtra Government gazette and in the leading local newspapers. The final notice of sale is issued to the consignees and all concerned requesting them to clear the cargo within the stipulated period. The Consignees/Shippers/CHAs who fail to clear the cargo on payment of up-to-date Port Trust charges, the cargo is listed in final auction list.
- 6 The uncleared/unclaimed/abandoned goods used to be sold by public tender and public auction on weekly basis. Recently, MbPT has switched over to sale of cargo by e-Auction, e-Auction is conducted by MbPT auctioneer location-wise on every Wednesday. The list of uncleared cargo is displayed on MbPT auctioneer’s website and MbPT website “www.mumbaiporttrust.com” giving wide publicity all over India.
- 7 The auction list of uncleared cargo is available on the website two weeks prior to the date of sale. The bidders can give their bids for the lots during last five days ending at 3.00 p.m. on the day of auction. Hard copies of sale-list are also available with the Cashier, Operations Service Centre.
- 8
- 9 The Consignees/Shippers/CHAs who desire to withdraw any consignment from sale, are allowed to do so on payment of up-to-date Port Trust charges before the date of sale.

- In case the Consignees/Shippers/CHAs fail to effect delivery of the goods withdrawn from the sale within the stipulated period, the goods are re-listed for sale.
- 10 Once the goods are sold, intimation thereof is given to the Consignees/Shipping Agents and other concerned parties. The allocation of sale proceeds is done in accordance with the provisions of Section 63 of Major Port Trusts Act 1963. In case the allocation of sale proceeds results in deficit, a Demand Notice is issued to the concerned parties for settlement of sale deficit. In case the concerned parties fail to settle the sale deficit, legal action is initiated and a suit is filed against all concerned for recovery of sale deficit amounting to Rs.50,000/- and above. As regards sale deficits amounting to less than Rs.50,000/-, efforts are being made to recover the sale deficit by pursuing the matter with all concerned including requesting other inter- departments to forward the refund amount due to defaulting parties, if any, to Traffic Department for adjusting the same against the sale deficits due from such defaulters.

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## **CHAPTER 1**

### ***U C SECTION***

- 1.1 The uncleared cargoes are listed for sale under the provision of Sections 61 and 62 of the Major Port Trusts Act 1963. The Shed Superintendent of the concerned shed or

warehouse where the cargo is lying transmits on-line uncleared cargo (U/C) list on 23<sup>rd</sup> day from the General Landing Date (GLD)/Vessel's Completion Date (VCD), furnishing all the details of the cargo lying uncleared. The U/C list includes the details such as Vessel's Name, IGM No., Item No., Name of the Vessel Agent, Name of the Slot Charterer, CHA, Marks and Numbers, Contents, No. of Packages, Container No., Manifested Weight etc. For the uncleared/ unclaimed export cargo, the U/C list is prepared manually at the respective shed or warehouse and directly forwarded to the Sales Branch. Perishable or hazardous goods depending on the urgency of its disposal are listed and disposed off by sale after 24 hours of the receipt of such goods in the Port Trust custody. Other goods are generally listed for sale after the expiry of 2 months from the date of landing (ANNEXURE 1.1).

- 1.2 The staff attached to U/C list Section receives the U/C lists from Sheds/Warehouses. Thereafter U/C clerk scrutinizes the U/C list and forwards the same to Computer Section for onward action of allotting lot Nos. He also ensures that *lot Nos. are not allotted to automobile*
- 1.3 *items, personal effects/baggage, defence cargo and postal items* as the same are not disposed of by Mb.P.T.
- 1.4 U/C List Clerk also receives the amendments in respect of consignment details/change of consignees/item Nos. etc. and forwards the same to Computer Section for noting the amendments in computer system.

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## **CHAPTER 2**

### ***NOTICE SECTION***

- 2.1 The staff attached to Notice Section receives pre-printed computerized copies of first notice of Sale and issues the same to the (i) Consignee(ii) Notified party/Bank (iii) Vessel agent (iv) Slot Charterers and (v) Clearing Agents, if any (ANNEXURE 2.1).
- 2.2 On the basis of details recorded on the computer the Sale Notices are printed in duplicate. The Sale Notices are then sorted out, arranged and made ready for despatch after franking the facsimile signature stamp of the Asstt. Manager, Sales. Before despatch of the Sale Notice the lying position of consignment is rechecked in computer system.
- 2.3 All the Sale Notices in the specified format are sent to the consignee under registered post AD , if the addresses are known. In cases, where the consignee's address is incomplete or incorrect, the Sale Notice is sent through the Vessel agent/owner along with a covering letter. Sale Notices are also sent to all agencies listed at 4.1 above. Efforts are made to record correct Pin Code after referring to the Pin Code book.
- 2.4 Parties located in the vicinity i.e. Fort , Ballard Pier, Nariman Point etc., Sale Notices are hand delivered under acknowledgement. Copies of the acknowledgements are kept with the office copies of the Sale Notices alongwith the related lot papers. Sale Notices once issued are valid for any subsequent sale of that lot, unless the original Sale Notice is found to be insufficient.
- 2.5 After the generation of the Sale Notices by the computer, an outward register is processed and generated, sale-wise by computer. The details of the despatch are recorded on the outward register against each lot.

### ***2.6 CHECKING OF LOTS LISTED IN THE GAZETTE***

- 2.6.1 One copy of the gazette is received by the Notice Section from the Programme Section. On receipt of the gazette copy, the lot files of all the lots listed in the gazette are verified for confirming the receipt of the Sale Notices by the consignees. In cases, the Sale Notices are not received by the consignees, a fresh Sale Notice is despatched through the vessel agents vis-à-vis requesting them to furnish full address of the consignee (ANNEXURE 2.6.1).
- 2.6.2 Further, during the verification of the lot files , if any discrepancies are observed in the Sale Notice issued to the consignee, an amended Sale Notice is issued to the consignee after due verification.

### ***2.7 LOCATION-WISE SALE LIST/ E-AUCTION LIST***

- 2.7.1 The Notice Section arranges dispatch of copies of location-wise sale list/ e-Auction sale list by hand delivery /Post to the following 9 Associations also (ANNEXURE 2.7.1).
1. Maharashtra Chamber of Commerce
  2. Mumbai & Nhava Sheva Ship Intermodal Agents Association (MANSA).



3. All India Importers & Exporters Association
4. Western India Shippers Association
5. Indian Merchants Chambers
6. Bombay Chamber of Commerce & Industry
7. Bombay Customs House Agents Association
8. Federation of Indian Export Organisation (Western region)
9. Metal & Stainless Steel Merchants Association.

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## ***CHAPTER 3***

### ***INVENTORY SECTION***

- 3.1.1 The Inventory Section deals with the record keeping of the inventory sheets which are received from the Valuers after due valuation. Inventory sheets are filed in a proper order i.e. lot-wise and kept in the custody of the Inventory clerk.
- 3.2. The following are the details of the work carried out by the staff attached to the section.
  - 3.2.1 Three copies of the inventory sheets are prepared and forwarded to the Valuers office for recording the details of the valuation (ANNEXURE 3.2.1).
  - 3.2.2 Second copy of the inventory sheet is received by the Inventory Clerk. On receipt of the inventory sheet, the clerk verifies the HSN No. and records the corresponding Customs Group No. on the inventory sheet. The HSN No. and the groups are mapped and a ready reckoner is available on handf
  - 3.2.3 or verification and recording.
  - 3.2.4 2 copies of the inventory sheets in respect of lots cleared by importers are returned by the Valuers office to Inventory Section for record.
  - 3.2.5 The inventories are arranged location-wise/ sale-wise by Inventory Clerk and then sent to Computer Section for feeding details of assessed value/ description, customs group No., etc. and for preparation of Advertisement/ gazette.
  - 3.2.6 The gazetted inventories are then forwarded to the Inventory clerk for keeping in safe custody.
  - 3.2.7 The Inventory Clerk verifies that the gazette date and the sale date are recorded on the respective inventory sheets. Thereafter, the inventory sheets arranged serially, alphabetically and lot-wise in sale-wise folder by Inventory Clerk.
  - 3.2.8 In case of any discrepancies in the manifested quantity or contents (cargo other than manifested cargo) or in Customs NOC, papers are put up to the Asstt. Manager, Sales for orders. In such cases, papers are forwarded to the Withdrawal Section for taking up the matter with Customs for obtaining their NOCs for listing of the cargo for sale.
  - 3.2.9 The Inventory sheets of the lots detained by Customs for investigation purpose are returned by the Valuers' Section without assessment to Inventory Section for necessary follow ups with Customs. After taking a note thereof, the concerned Inventory Clerk forwards the papers to Withdrawal Section for necessary follow ups with Customs.
  - 3.2.10 The Inventory Clerk keeps a track of the inventories forwarded to the In-charge Valuers, sale-wise and after 30 days from the date of forwardal verifies and confirms that all the inventories are received; duly assessed. If not received, enquiries are made with the In-charge, Valuers about the delay in finalising the assessment of the inventory. In-charge, Valuers submits a statement of pending lots with the reasons thereof to Dy. Manager, Auction Sales through Asstt. Manager, Sales –I in the first week of every month. On going through the reasons furnished by the Valuers for delay in assessment, required assistance in

overcoming their difficulties in assessment of the lots is provided to them and are directed to expedite assessment thereof.

- 3.2.11 Thereafter, inventory sheets are forwarded to Computer Section for taking advertisement/Gezette and B/E format print-outs.
- 3.2.12 On receipt of the advertisement print-outs and gazette print-outs, Public Relation Officer, Mb.P.T. and Manager, Government Printing Press are requested by letters to arrange to publish the same in the daily news papers and Government Gazette respectively. Simultaneously, B/E formats are sent to Commissioner of Customs(Imports), Preventive/Export Promotion and Dy. Commissioner of Customs, Special Cell for NOC.
- 3.2.13 After receipt of the statement of the lots sold and cleared, all the inventories of such lots are forwarded to Allocation Section for onward action as regards allocation.

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## ***CHAPTER 4***

### ***VALUERS' SECTION***

4.1 The valuation and assessment of the lots listed for sale is carried out by the MbPT Valuers. **Guidelines for valuation are laid down under TR No.41 of 29.3.2004.** It stipulates that :

- i. Value of the goods will be found out from the market or through information available in the Newspapers, Trade Journals, Import/Export documents and other similar resources.
- ii. The cargo will be physically inspected to ascertain the condition of the cargo. If there is any damage or deterioration to it, value of cargo will be reduced proportionately to the extent of damage/deterioration.
- iii. The value of the cargo will be further reduced to the extent of 10% for logistical expenses and margin of profit to the purchaser. Traffic Manager has approved the reduction of 2% and 1% in respect of the lots having assessable upto Rs.1 lakh and the lots having assessable value more than Rs.1 lakh respectively.

4.1.1 The inventory/valuation sheets are printed sale wise in triplicate and forwarded to the In-Charge, Valuers. The inventory sheets are then distributed to the Valuers who normally work in a group of two. The inventory sheet contains the following details :

- i. Vessel Name
- ii. IGM/Item No.
- iii. GLD/LFD of the Vessel
- iv. Consignment details
- v. Consignee details
- vi. Lot No.

4.1.2 The Valuers perform following duties :

- i. To take inventory of the cargo listed for sale.
- ii. To classify the consignment as per the Harmonised System Nomenclature (HSN);
- iii. To identify the commodities and classify them as Perishable or Non Perishable;
- iv. To make enquiries in the market to ascertain for getting the market price of the commodity;
- v. To refer to the newspaper, commodity publications etc. for ascertaining the current price of the commodity;
- vi. To make enquiries with the Custom about noting of the Bill of Entry.
- vii. To liaise with the Importers, Exporters, CHA's for getting the correct information about the consignment;
- viii. To make efforts to obtain copies of the Bill of Entry or Invoice from the CHAs for confirming the approved Customs duty and the assessable value

- ix. To note the details of the unconnected lots as appearing on the packages on the inventory sheets. To note actual weight of the unconnected lot in inventory sheet if weighment facilities are available at the site. To record the approximate weight in the inventory sheet in absence of weighment facilities.
- x. To take inventory as per the manifest details for the containerized cargo in FCL containers.. In case of any doubt in completing the inventory, open the container with the permission from concerned Shed Superintendent and examine few packages so as to have proper valuation of the lot and then pass suitable remark on the inventory sheet.
- xi. To complete assessment/valuation of the lots of machinery and related items by seeking assistance and guidance of the Customs Appraiser at the location where the cargo is lying so also the guidance of the Customs' Machinery Expert at times.
- xii. To forward samples of the of the consignments of chemicals, drugs, pharmaceuticals etc. to the Deputy Chief Chemist (DYCC), Customs or to private laboratories (in exceptional cases with approval of Dy. Manager, Auction Sales) for obtaining the reports for classifying the cargo under the correct HSN No. if the contents or description is not marked on the packages;
- xiii. To furnish necessary remarks on the inventory sheets in respect of the lots lying in the Port under detention by the statutory authorities like Customs, Police, Court, CBI, Income Tax, DRI, SIIB, CIU etc.
- xiv. To note the details after completing all the required valuation and enquiries on the inventory sheets, such as :

Details of the consignment as noted during the physical inventory; HSN No.; Source of market value; Duty Structure; Duty Factor for a lot having more than one description of consignment with different HSN No., (the duty factors are averaged out for working out the Assessable Value and Customs duty), Basis of sale i.e. whether the lot be listed on LOT basis or WEIGHT basis; Percentage of damage to the consignment; Specific conditions of sale like submission of certain documents in case of drug consignment, actual user condition etc. Expected market price and the source, if valuation is done on the basis of market survey; Assessable value and Customs duty in case valuation is done on the basis of documents;

- xv. To submit the inventory sheet duly signed, on completion of the valuation of the lot to the Asstt. Manager, Sales.
  - xvi. To retain the third copy of the inventory sheet and forward the original and duplicate copy of the inventory sheets to the Inventory Section for further action.
- 4.2 The concerned Valuer who has assessed the lot supervises delivery of containerized cargo.
- 4.5 The concerned Valuers, also follows-up with the ADC/PHO/PQ for getting their reports expeditiously.
- 4.6 The concerned Valuers, guide and co-ordinate with the Customs clerks, to ensure

passing of Bills of Entry within stipulated time.

4.7 The Signatory valuers, liaison with the Customs to verify and sign the Bills of Entry of the lots sold in each sale.

4.8 One of the Valuers, drafted on annual rotation basis performs the following duties :-

- i. To verify depreciated value sheets and keep the same alongwith valuation sheets serially as per e-Auction list for reference to the Dy. Manager, Auction Sales, at the time of e-Auction.
- ii. To determine the rate of Value Added Tax (VAT) for the applicable cases listed for sale from the Sales Tax Authorities or by referring to Schedule of VAT Reckoner.
- iii. To prepare summary sheet of the offers received in the e-Auction and furnish the same to the Computer Section for recording in the computer system.
- iv. To keep the lot-wise record of the number of occasions the lot has appeared in the e-Auctions.
- v. To verify the e-Auction list with the valuation sheets.



## **CHAPTER 5**

### **PROGRAMME SECTION**

5.1        The work of Programme Section starts only after the receipt of assessed inventories from the Inventory Clerk. This Section prepares quarterly programme of location-wise e-Auction Sale and the programme giving details of e-Auction Sale. Date is displayed on the Notice Board for the information of bidders/purchasers.

5.1.1 This section mainly deals with the work of preparation and verification of e-Auction sale list.

#### **5.2        GAZETTE NOTIFICATION**

5.2.1 On receipt of assessed inventories from the Inventory Clerk, the same are arranged location-wise and thereafter e-Auction Nos. are allotted for each lot as per the scheduled programme of the sale. Thereafter, the inventories are forwarded to the Computer Section for getting preliminary print-out for gazette publication.

5.2.2 The preliminary print-out of the gazette is then scrutinized on the basis of inventories, lot papers, control record. The preliminary print-out of gazette is again forwarded to the Computer Section with necessary amendments, if any, for obtaining a final print-out for gazette publication. The final print-out of the gazette publication consists the details of only the connected lots. The no. of unconnected packages are only mentioned in the footnote of the gazette.

5.2.3 The final copy of the gazette publication is then forwarded to the Government Printing Press for publication in the gazette. The Programme Section ensures that the sale list is published in the government gazette atleast 10 days prior to the date of sale, as required under the provision of the MPT Act 1963. One copy of the gazette is given to Notice Section to complete further formalities of verification of receipt/despatch of notices. The gazette is published on every Thursday. (ANNEXURE 5.2.3)

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#### **5.3        ISSUANCE OF ADVERTISEMENT**

5.3.1 For the purpose of advertisement in the news papers, the final copy of the gazette is scrutinized. The details of the consignment, name of the vessel agent and slot charterers for the lots listed in the gazette are taken out and a summarised format is then forwarded to the Asstt. Secretary for advertising the same in the news papers. The Programme Section ensures that the sale list is published in the principal news papers at least 10 days prior to the date of sale as required under the provisions of the MPT Act 1963 (ANNEXURE 5.3.1).

#### **5.4        ISSUANCE OF BILL OF ENTRY FORMAT TO CUSTOMS**

5.4.1 For the lots listed in the preliminary print-out of the gazette, a bill of entry

format is generated lot-wise and forwarded to the following officials of the Customs seeking their clearance in disposal of the packages as per Ministry of Finance Circular No.50/97 dated 17.10.1997 (ANNEXURE 5.4.1).

- i. Asst.Commissioner of Customs, Import
- ii. Asst.Commissioner of Customs, Preventive
- iii. Asst.Commissioner of Customs, Export
- iv. Asst.Commissioner of Customs, Disposal Unit

5.4.2 The Customs are given time limit of 15 days to furnish NOC for disposal. In case, the NOC is not received within 15 days, Mb.P.T. can go ahead for disposal of the lots listed in the Bill of Entry format. In case the lots under dispute or under adjudication with the Customs, Mb.P.T. is advised not to list the lots for sale, and suitable note of such lots is taken in the computer system, copy of the Customs reference is noted in the respective lot files.

## **5.5 FINALISATION OF e-AUCTION LIST.**

5.5.1 The e-Auction list is finalised location-wise after completing the following formalities:

- i. One copy of the list of lots included in the e-Auction list is forwarded to the Valuers to verify the assessed/estimated value and the rate of VAT (ANNEXURE 5.5.1).
- ii. One copy of the list of lots included in e-Auction list is also forwarded to the Octroi Deptt. of MCGM for confirming the rate of Octroi to be levied on each lot.
- iii. The unsold lots and the lots which are sold in the previous e-Auction list but not cleared or the lots whose sale is cancelled or offers rejected are included or relisted in the e-Auction list. The assessed value/ estimated value is depreciated as per the number of occasions a lot is appeared in sale which is furnished by the Valuer as per TR. 41 of 29.3.2004.
- iv. Revaluation of the partly cleared or partly destroyed lots is obtained from the Valuers prior to listing the same.
- v. The lots whose offers are accepted by the Sale Committee subject to confirmation of the Board/Traffic Committee and rejected are noted in a register and taken up for relisting in the next sale for the same location.
- vi. The clearance details of the lots are confirmed from the computer, and e- Auction list is updated.
- vii. The lying position of each lot is confirmed from the respective locations by the Sorters posted in the Programme Section. Any change in the location due to shifting, clearance and destuffing of the consignment is noted and displayed on the Notice Board and copies are forwarded to the e-Auctioneer, Withdrawal Section, Cashier/ Book Keeper, and Sr. Accounts Officer, DASB.
- viii. A print-out of lots to be listed for sale is sent to Computer Section and



Withdrawal Section for verification of lots under Customs/Court/Police action.

- ix. In respect of perishable lots like foodstuff, foodgrain and drugs their fitness is verified from Destruction Section.
- x. After verification by the Valuers and Octroi Department, M.C.G.M., the final list is printed and sent to e-Auctioneers 1 week in advance alongwith soft copy of list for display on website. The hard copy of e-Auction list is sent to Asstt. Cashier O.S.C/Book keeper 1<sup>st</sup> floor for sale to prospective bidders at the prescribed price. One copy of each sale list is also forwarded to the Dy. Chairman, Chief Vigilance Officer, Dy. Chief Accounts Officer, DASB, Sr. Accounts Officer (3 copies), Superintending Engineer and/or Sr. Executive Engineer CME/CE/Deputy Controller of Stores, Sectional Asstt. Managers and Concerned Shed Superintendents (ANNEXURE 5.5.1.X).

## **5.6 COMPILATION OF STATISTICS.**

- 5.6.1 The Programme Section maintains monthly statistics of number of lots and number of packages listed for sale as also the disposal details of the uncleared/unclaimed cargo by MbPT.



## **CHAPTER 6**

### ***WITHDRAWAL SECTION***

- 6.1 Withdrawal Section looks after the withdrawal of the lots from sale. The lots are withdrawn from sale under the following circumstances.
- i. Payment of up-to-date Port charges for the lot by the CHA/Importer/Exporter/Vessel Agent.
  - ii. Lots involved in Customs/Police action.
  - iii. Lots involved in Court matter.
  - iv. Lots under disputes of certification by statutory authorities like Customs, PHO, ADC, PQ, Archaeological Survey etc., are withdrawn on administrative grounds.

### **6.2 FUNCTIONS OF THE WITHDRAWAL SECTION :**

- 6.2.1 Preparation of lot files immediately on receipt of U/C list and Pre-sale Notices.
- 6.2.2 Withdrawal Section displays the details of the lots withdrawn on the Notice Board prior to the date of e-Auction and copies of the same are forwarded to the Valuers, Programme Section, Accounts Section and Sr. Accounts Officer (DASB). The e-Auctioneer is also intimated about the withdrawal of lots from e-Auction to enable them to delete the lot from e-Auction (ANNEXURE 6.2.2).
- 6.2.3 To take suitable note as regards the consignments detained by the Customs / Investigating Agency in the computer system and take up the matter with Customs/Investigating Agency for further development / NOC for sale of the cargo. To forward copies of detention letters to Confiscation Section for taking suitable note thereof in their record and follow up with the concerned investigating agencies.
- 6.2.4 On receipt of the release orders from the investigating agencies, inform suitably to Computer Section and Confiscation Section for taking suitable note thereof in the computer system as well as Confiscation Section.
- 6.2.5 To make correspondence with the consignees, consignor, Vessel Agents etc.

### **6.3 THE PROCEDURE FOLLOWED FOR WITHDRAWAL OF LOTS FROM SALE :**

- 6.3.1 On receipt of application from the CHA or the consignee, for withdrawal of lot from sale the Computer Section verifies the present position of the lot in the system (i.e. whether the lot is sold or appearing in sale and whether 'Bill of Entry format sent' remark appears in the system). If the lot is sold, withdrawal of lot is not permitted. If the lot is appearing in the sale, withdrawal is permitted, one day prior to sale and necessary details thereof are filled in the format to be submitted to the Asstt. Manager, Sales-I for orders on the request of the party. In case, the party comes for withdrawal of lot on the day of sale, such requests are considered provided bidding process is not commenced/bidding process is not closed.
- 6.3.2 On verification, if it is found that the Bill of Entry format is not appearing in the

system, the party is directed to make payment at Cash Office and submit receipt of payment to the Sales Branch. In case the system shows 'Bill of Entry format issued on Dt.\_\_\_\_\_' the lot is ready for sale, the necessary details are filled up in the prescribed format (ANNEXURE 6.3.2).

6.3.3 Withdrawal Section deals with the receipt of withdrawal applications from the concerned parties and Inward Registration thereof. Thereafter, the applications are scrutinized with reference to the present position of lot. Withdrawal Section endorses the application (rubber stamp) as under :

“ Withdrawal of lot from sale allowed subject to the following conditions-

1. Party shall produce receipt of payment of PT charges before the date of sale.
2. Withdrawal shall remain valid only for the period for which payment is made.

Asstt. Manager (Sales).”

6.3.4 Thereafter party`s signature is obtained for having noted the contents of the above endorsement. The application for withdrawal alongwith the withdrawal form is put up to the Asstt. Manager, Sales.

6.3.5 Thereafter the endorsement is made to Cash Supervisor, Docks, to recover Port Trust charges (ANNEXURE 6.3.5).

6.3.6 If any party desires to make advance payment of more than 30 days and Bill of Entry formalities are not completed, the Cash Office will not accept the Port Trust charges directly and the party will be directed to Sales Branch for NOC and then only advance payment for more than 30 days will be accepted.

6.3.7 After payment of the PT charges upto the probable date of clearance at the Cash Office, the representative of the CHA / Importer / Exporter / Vessel Agent submits a copy of the receipt and/or Bill of entry at the Computer Section, where a suitable note is taken in the system about the date of payment. Thereafter NOC for clearance is issued to the consignee till the date of payment of Port Trust charges.

6.3.8 All the payment details and withdrawal related papers are then filed with the respective lot files.

6.3.9 If there is any amendment such as change in consignee`s name, item no., no. of pkgs. etc, the same is noted in computer system as well as Notice Section / Inventory Section / Programme Section so as to enable them to carry out fresh Pre-sale formalities.

6.3.10 On receipt of destuffing report from the Shed/Warehouse the same is forwarded to the Computer Section/Notice Section/Programme Section/Valuers` Office for taking proper note thereof in the record maintained at their end and initiate necessary action in the matter.. Thereafter, the destuffing report is filed in the respective lot papers.



## **CHAPTER 7**

### ***COMPUTER SECTION***

7.1 The Computer Section is equipped with 5 Computers and one server. All other computers are being used as NODES in a Local Area Network (LAN). The operating system used is NOWELL NETWORK Version 5.00 (100 UERS) and the Software used is FoxPro Version 2.5. The Computer Section also has one Uninterrupted Power Supply (UPS) from Tata LIVEVART. The Computer system at Sales Branch is connected with IPOS (Integrated Port Operation Systems) provided at various locations in the Dock.

7.2 The staff attached to Computer Section, inter-alia, performs following functions :

- a. Downloading of U/C lists data from IPOS to the Sales module and generating hard copies thereof.
- b. Generation of lot numbers.
- c. Generation and printing of Inventory sheets, Sale Notices, Auction Lists, Copy of Advertisement, Gazette etc.
- d. Generation of working sheets showing Port Trust charges.
- e. Generation of statistical statements in respect of unclaimed/uncleared/sold/destroyed/detained/confiscated cargo etc..
- f. Forwardal of list of lots which is sent to Customs for NOC, list of such lots is sent to IPOS for merging lots as 'Ready for Sale'.
- g. Final allocation of Sale Proceeds as per Section 63 of Major Port Trusts Act, 1963.



## **CHAPTER 8**

### ***ACCOUNTS SECTION***

8.1 The Accounts Section maintains proper account of the offers received from the bidders/purchasers. This Section also keep track of Security Deposit (S.D.) amounts, issue Delivery Orders and monitor the lots till the time they are cleared from the Port.

#### **8.2        *SCRUTINY OF e-AUCTION LIST AND IT'S FINALISATION:***

8.2.1        The e-Auction list is scrutinized for weeding out the lots withdrawn on payment of Port Trust charges, lots detained on administrative grounds by the Customs/Police and the lots, which are cleared. Thereafter list of lots finally available for sale are prepared.

#### **8.3        *GENERATION OF BID SHEET:***

8.3.1        On the closure of e-Auction, the bid sheet is generated with the help of computer staff (ANNEXURE 8.3.1).

8.3.2        The details viz. no. of lots listed for sale, no. of lots withdrawn/cleared are checked and thereafter the Bid Sheet is placed before the Sale Committee for confirmation of results as under:

- i.        Acceptance of the offer on the spot, (SOLD)
- ii.       Acceptance of the offer subject to confirmation of the Board, (STC)
- iii.      Rejection of the offer. (REJECTED)
- iv.      No Bid.

8.3.3        The results declared by the Sale Committee are thereafter recorded by the Accounts Section in the e-Auction-list. (ANNEXURE 8.3.3).

8.3.4        The results of e-Auction are intimated to the e-Auctioneer to enable them to issue intimation to the successful bidder.

8.3.5        On completion of e-Auction process, Bid Sheet is given to the Computer Section for recording the details of offers, in the system. Thereafter, print- out of the lots 'sold on the spot' and lots 'sold subject to confirmation' are generated separately. The results are conveyed to Dy. Chief Accounts Officer, DASB, Valuers, Programme, Destruction, Withdrawal Sections and Book-Keeper for their record.

8.3.6        The successful bidders are issued intimation by e-Auctioneer, by e-mail and by speed post on the day of confirmation indicating Security Deposit to be paid and last date for payment of Security Deposit etc and last free date for clearance of lots sold 'On Spot'.

8.3.7        A list of all lots sold 'on the spot' and 'sold subject to confirmation' is sent to the concerned Shed/ Warehouse/s. A list of lots 'sold STC' is sent to the CHA Association requesting them to inform the concerned importers/CHAs to clear the consignment within 7 days from the date of auction (ANNEXURE 8.3.7).

#### **8.4 PROCEDURE TO BE FOLLOWED FOR LOTS SOLD “ON THE SPOT”**

For goods sold on the spot, the successful bidder shall pay 40% of Sale Price as Security Deposit within 4 working days following the date of confirmation of sale by the e-Auctioneer. The bidder has to pay balance 60% of sale price and take delivery of the goods within next 6 working days. The payment of both Security Deposit as well as balance payment must be made by way of P.O./D.D on any scheduled bank in favour of “TRAFFIC MANAGER, MUMBAI PORT TRUST “, payable at Mumbai and the same should be deposited with the Book-keeper, MbPT, O.S.C. Bldg., (1st floor), Opp. GPO, P.D'Mello Road, Mumbai – 400 001, between 10.30 a.m. and 3.30 p.m. on week days and between 10.30 a.m. and 1.00 p.m. on Saturdays.

- 8.4.1 An intimation is issued to the successful bidder by e-Auctioneer on the day of confirmation of offer requesting them for making payment of Security Deposit and Balance Sale Price (ANNEXURE 8.4.1).
- 8.4.2 Lotwise remittance slips, generated through computer system, in respect of the lots sold alongwith a copy of Result-Sheet are forwarded to the Book Keeper on the day of offers are accepted by the Sale Committee ON SPOT.
- 8.4.3 Security Deposit (S.D.) of 40% of sale price is accepted by Book Keeper within 4 working days from the date of confirmation of sale by e-Auctioneer, M/s. GAPL
- 8.4.4 Book Keeper sends a statement furnishing therein the details of the payment of 40% S.D. received in respect of the lots sold on spot to Sales Branch
- 8.4.5 The payment details as per the statement received from Book Keeper are entered in the computer system of Sales Branch by the Computer Sec.
- 8.4.6 On expiry of the stipulated free period of 4 days for making payment of 40% S.D., MbPT's e-auctioneer is informed through e-mail as well as by Fax as to lodgement of 40% S.D. or otherwise by the purchaser concerned. In case where purchaser has defaulted, MbPT's e-auctioneer, (M/s.GAPL) is advised to deregister the registration of the defaulted purchaser. In such cases offers are treated as invalid and the lots are relisted. The Re-registration of bidder will be allowed on the first occasion with payment of registration fee of Rs.10000/- to the auctioneer and 10% bid price to the MbPT. Similarly on second occasion too, bidder will be allowed to re-register with the same condition, but he will be debarred on third occasion.
- 8.4.7 On receipt of S.D. of 40% of Sale Price Bill of Entry ( B/E) (Annexure 8.4.7) is sent to Customs for examination & assessment of duty. With effect from 01.03.2006, the Customs Duty is paid in advance before delivery of sold consignment. For payment of Custom Duty Personal Deposit Account is opened with Customs by depositing 25 Lacs which is replenished from time to time. The Custom Duty due on uncleared / unclaimed goods sold is debited from this P.D. A/c in advance before B/E is made out of charge.

The Customs duty is worked as per the formula communicated by the Commissioner of Customs (G), Mumbai, vide office order No.01/2004 Disposal (General) as under:-

$$\text{Leviable Duty Amount} = \frac{\text{Total Sale Proceeds Value} \times \text{Total Rate of Duty in Percentage terms}}{100 + \text{Total Rate of Duty in Percentage terms leviable}}$$

For calculating the duty amount, let Total Sale Proceeds of a lot be Rs.100, the duty will be worked out as Under:

- Sale proceeds - Rs.100/-
- Customs Duty @ 20%
- CVD @ 16% + 2% education cess thereon
- Education cess @ 2%
- Total % of duty 40.376%

$$\text{Duty Amount} = \frac{100 \times 40.376}{100 + 40.376} = \text{Rs.28.76}$$

- 8.4.8 On receipt of out of charge B/E, delivery order (D.O) is issued to the purchaser (Annexure – 8.4.8)
- 8.4.9 Purchaser approaches Book Keeper with the D.O./B.E. for making payment of balance 60% sale price, within 6 working days. **Note :** Demurrage @ Rs.125/- PMT per day, on expiry of free days upto 15 calendar days following the date of confirmation of sale by e-Auctioneer, is payable by the purchaser, if no delivery is taken within free period of 10 working days.
- 8.4.10 After payment of balance 60% sale price and demurrage charges, if applicable, purchaser approaches DASB of Accounts Department for getting the D.O. audited
- 8.4.11 On completion of audit formalities, purchaser approaches the Shed Superintendent concerned for taking delivery of the cargo.
- 8.4.12 If the purchaser fails to pay 60% Balance Sale Price, within 6 working days from the date of intimation of confirmation of sale by e-auctioneer, 40% S.D. paid by him stands forfeited and lot is relisted for sale.
- 8.4.13 Delivery of the lots sold on weight basis, is supervised by the Audit Inspector of Accounts Department.

## 8.5 CANCELLATION OF SALE

### 8.5.1

- a) Importer or his authorized CHA also makes an application for delivery of the lot together with the copy of the noted and duty paid B/E simultaneously.
- b) Thereafter, a note together with the relevant papers is submitted to the Traffic Manager for his approval.
- c) After obtaining approval from the Sale Committee, sale expenses at the rate of 35% of the sale proceeds are recovered from the concerned importer.

- d) The importer is, thereafter, permitted to pay PT charges and clear the consignment.
- e) The payment made by the purchaser is refunded and necessary remarks are passed in the register after receipt of the Proforma 'A' from the concerned shed/warehouse.

8.5.3 In case, the Bill of Entry is not passed out of charge by Customs, within 7 working days the bidder may apply for cancellation of offer and refund thereof.

## **8.6                    *PROCEDURE TO BE FOLLOWED FOR THE LOTS SOLD "SUBJECT TO CONFIRMATION (STC)" BY THE BOARD/TRAFFIC COMMITTEE***

### ***FOR LOTS SOLD SUBJECT TO CONFIRMATION***

The results of "bids accepted subject to confirmation" is intimated to the bidders within a period of 45 days from the date of auction by e-Auctioneer by e-mail. The bidders whose offers are accepted subject to confirmation are required to deposit 10% of the sale price within 4 working days excluding Sundays and Customs & Dock Holidays from the date of issue of intimation letter by e-Auctioneer by e-mail. Upon confirmation of sale of lots sold subject to confirmation, the purchaser shall make 30% Security Deposit within 4 working days excluding Sundays and Dock Holidays & balance payment within 6 working days excluding Sundays and Customs & Dock Holidays from the date of issue of Intimation letter by e-Auctioneer by e-mail. The payment of both Security Deposit as well as balance payment has to be made by way of P.O/D.D. drawn on any scheduled bank in favour of "TRAFFIC MANAGER, MUMBAI PORT TRUST ", payable at Mumbai at the office of the Book-keeper, MbPT.

8.6.1 In case of lots sold subject to confirmation (S.T.C.), if Security Deposit is not paid within 4 working days from the date of confirmation of sale, registration with e-Auctioneer is cancelled, forfeiting the registration fees thereby debarring the defaulting bidder him from participating in future e-Auctions.

8.6.2 The payment details as per the statement from Book Keeper are entered in the computer system of Sales Branch. On expiry of the stipulated free period of 4 days for making of 10% of S.D., MbPT's e-auctioneer is informed through e-mail as well as by Fax as to lodgement of 10% S.D. or otherwise by the purchasers concerned. In case where purchaser has defaulted, e-auctioneer is advised to deregister the registration of the defaulted purchaser. In such cases offer is treated as invalid and the lot is relisted.



8.6.3 Intimation of the lots sold STC is issued to the CHA Association informing them about the sale of the cargo, with a request to advise the concerned CHA/consignee to clear the cargo within 7 days from the date of sale.

## **8.7        *LOTS SOLD SUBJECT TO CERTIFICATION BY ADC , PHO,PQ***

All goods sold subject to approval / NOC of Asstt. Drug Controller/Port Health Officer/Plant Quarantine Authority shall be referred to the respective authorities by MbPT for obtaining fitness of the goods within 30 calendar days following the date of confirmation of sale. In these cases the purchaser shall make payment of 40% sale price as Security Deposit and balance sale price as per the following schedules. In case approval of ADC / PHO / PQA is not received upto the 30<sup>th</sup> day following the date of confirmation of sale purchaser shall pay demurrage charges from the 31<sup>st</sup> day till the date of receipt of approval, if he wishes to take the delivery of the lot. However, the purchaser, if he so desires, can withdraw his offer after the 30<sup>th</sup> day following the date of confirmation of sale but before the receipt of approval of ADC / PHO / PQA. He shall have no right to withdraw his offer and claim refund of the Security Deposit in respect of the lot sold to him, once approval of ADC / PHO / PQA is received in respect of the same lot. (ANNEXURE 8.7).

### **Mode of Payment is as under :**

- (i) 10% of the sale price of Security Deposit within 4 working days following the date of intimation by e-auctioneer of acceptance of offer subject to Approval by Asstt. Drug Controller/Port Health Officer/Plant Quarantine Officer.
- (ii) Another 30% of the sale price as Security Deposit within 4 working days from the date of confirmation of sale to the bidder by MbPT of Approval of the lot by Asstt. Drug Controller/Port Health Officer/Plant Quarantine Officer.
- (iii) Payment of balance 60% of sale price and clearance of the lot within next 6 working days.

### ***NOTE :***

- 1) To ensure that consignments of bulk drugs are sold to only actual users i.e. Manufacturers holding valid manufacturing licence under Form 25 or 28 with valid permission for the usages of said bulk drugs in its formulations, the bidders should produce a copy of licence for manufacturing the specific product duly certified by Asstt. Drug Controller, Mumbai for which offers are given alongwith the original licence for verification at the office of Deputy Manager, Auction Sales upon confirmation of acceptance of offer.
- 2) In case of drug consignments, such as Citric Acid, Propylene Glycol, Tartaric Acid, Glycerin, Sodium Saccharine, Potassium Permanganate

etc. which may be found fit for medicinal use by the Asstt. Drug Controller, offers will be entertained from the actual users only and while giving the offers at the time of e-Auction they should fulfill the condition stipulated under condition No.14 above. The above drugs can be sold for non-medicinal use also subject to NOC from Asstt. Drug Controller. In this case, the actual users' condition will not be applicable. The delivery of such lots will be given after obtaining NOC from Asstt. Drug Controller, after marking, "NOT FOR MEDICINAL USE" on the packages and deletion of pharma standard, if any, in the presence of Asstt. Drug Controller's representative. The purchaser shall have to give declaration that the material will be used for non-medicinal purpose only.

#### **8.8. LOTS SOLD ON THE SPOT:**

8.8.1 The lots are referred to ADC/PHO/PQ immediately after the sale for their certification. In some cases, the lots are examined by the authorities before the date of sale, depending on the exigencies.

8.8.2 If the lot is declared as fit for human consumption, the date of receipt of NOC from the above authorities becomes the date of confirmation of sale and delivery order is thereafter amended accordingly. 5 free days from the date of intimation of fitness to the purchaser are allowed for clearance of the consignment.

8.8.3 If the lot is declared unfit for human consumption, the sale is cancelled and the Security Deposit refunded to the purchaser. The papers are thereafter forwarded to the Destruction Section for onward necessary action in the matter.

#### **Mode of Payment is as under :**

- (i) 40% of the sale price as Security Deposit within 4 working days from the date of confirmation of sale by E-AUCTIONEER, subject to Approval of ADC/PHO/PQA.
- (ii) Payment of balance 60% and clearance of the lot within the next 6 working days following the date of intimation to the bidder by MbPT of the Approval of lot by ADC / PHO / P.Q.A.

#### **8.9 SALE OF UNFIT FOODGRAIN CONSIGNMENTS.**

8.9.1 The lots consisting of **food grains, Pulses, Dry Fruits** etc. which have been certified unfit for human consumption by the Port Health Officer and listed for sale as cattle feed shall be sold to the manufacturer of cattle feed registered with the FCI. In this case, successful bidders shall produce the original registration certificate with FCI to the office of Sales Branch for verification prior to issue of Delivery Order. The purchaser shall also furnish an undertaking that the material will be used for cattle feed, only after testing at his premises on Stamp Paper of Rs. 200/- he should also pay drafting charges of Rs. 200/- for Indemnity Bond. In case the material is found unfit for cattle feed the same will be destroyed by the Purchaser at his own cost.

## **8.10 LOTS SOLD SUBJECT TO CONFIRMATION:(ADC/PHO/PQ)**

- a) Receipt of NOC before confirmation :
  - i) The lots which are declared as fit for human consumption by concerned authority prior to the confirmation of the sale, the fitness of the lots is declared in the result and only 10 free days (excluding Sundays and holidays) from the date of confirmation by the Traffic Committee are permitted for clearance of the lots.
  - ii) In case the lots are confirmed as unfit for human consumption, the sale of such lots are not to be confirmed.
- b) Receipt of NOC after confirmation of sale:
  - i) If the fitness of the lot from the concerned authority is received after the confirmation of the lot by the Traffic Committee, the purchaser is intimated immediately about the fitness of the lot and 6 free days excluding Sundays and Holidays are granted for clearance from the date of intimation of fitness.
  - ii) If the fitness of the lot by ADC/PHO/PQ is not communicated to the purchaser within 30 days, from the date of confirmation of the sale, the purchaser can exercise an option to withdraw his offer at anytime from 31<sup>st</sup> day following the date of sale upto 45<sup>th</sup> day.
  - iii) If the NOC is received after 30<sup>th</sup> day and purchaser has not withdrawn his offer before the receipt of NOC, the purchaser does not have an option to withdraw his offer thereafter. If the purchaser is not interested to clear the cargo, then the S.D. stands forfeited.
  - iv) In case of lots, certified by the concerned authority as unfit for human consumption, the sale is cancelled and S.D. is refunded to the bidder/ purchaser.

## **8.11 LOTS SOLD SUBJECT TO MUTILATION/FUMIGATION**

- 8.11.1 For all the goods sold subject to mutilation and fumigation and allied Customs / Pollution Control Board formalities, any other permission / licence as required by the respective enforcement authority should be produced by the intending purchaser to Sale Branch. In case of liquor consignment, photocopies of FL-I, FL-II, FL-III or any other certificates/documents as applicable, duly attested by Excise authorities, should be produced to the Sales Branch. Offers without such documents are liable to be rejected. Lots subject to NOC from Plant Quarantine Authority (PQA) may be required to fumigated by the purchaser before delivery, if directed by PQA. Free period of 30 calendar days ONLY will be allowed for completing all formalities following the date of confirmation of offer. In these cases, the Purchaser shall make payment of the bid amount as stipulated in Condition No. 13 (a) & (b) below.

If these formalities are not completed within that period, the purchaser will be liable to make payment towards warehouse rent @ Rs.125/- per tonne per day from the 31st day following the date of confirmation of offer till 45th day. The Security Deposit / Balance Purchase Price will be forfeited and sale cancelled, if the Purchaser fails to complete the formalities and effect delivery of the lots upto 45th day following the date of confirmation of the sale. However, Traffic Manager at his discretion can extend the period depending upon the volume of lot.

**8.12 DELIVERY TO IMPORTER FOR THE LOTS SOLD “SUBJECT TO CONFIRMATION” (STC) :**

- 8.12.1 In the event the importer or his authorised CHA approaches Sales Branch with the relevant documents within 7 days from the date of sale, the Importer/CHA is permitted to take delivery of the consignment provided the goods are cleared on payment of Custom duty & full MbPT charges within 7 days from the date of sale in terms of the TR No.24 of 1998.
- 8.12.2 In case, the Importer/CHA approaches after 7 days from the date of sale or is unable to clear the consignment within 7 days from the date of sale, the request for clearance of the lots from the Importers is processed and submitted to the Traffic Manager for approval in terms of TR No.144 dt.28/12/2004.

**8.13 SUBMISSION OF THE PROPOSALS TO THE TRAFFIC COMMITTEE :**

- 8.13.1 Normally the Traffic Committee members meet on the 3<sup>rd</sup> Tuesday of every month for examining the proposals of the Sale Committee. The Board proposal is prepared after every sale, furnishing the details of the lots available for sale, lots withdrawn and finally listed for sale (ANNEXURE 8.13.1).
- 8.13.2 The details of the lots subject to confirmation are furnished alongwith proposals, wherein the details of the accepted price, depreciated value, earlier offers received etc. are shown in the annexures to the proposal.
- 8.13.3 The proposals in respect of the lots sold STC are discussed in the Traffic Committee meeting and any of the following decisions thereof is taken by the members.
- (i) Sale Confirmed;
  - (ii) Offer rejected and to be re-listed;
  - (iii) Importer permitted clearance till 44<sup>th</sup> day from the date of sale, failing which sale to be confirmed to the purchaser or lot to be relisted;
  - (iv) To be offered for departmental use.
- 8.13.4 If it is decided in the Traffic Committee meeting to offer the lot to the department which may be useful, a letter is written to the department concern to confirm the acceptance of lot. In case, the concerned department declines the offer, the lot is confirmed to the purchaser or relisted as the case may be.

In case, the lot is accepted the department concerned is requested to forward a cheque in the name of Traffic Manager that shall be 5% above the actual offer received in e-auction plus taxes at prevailing rates.

- 8.13.5 On receipt of confirmation of sale by Traffic Committee the MbPT e-Auctioneer

is informed by e-mail and the purchaser is thereafter required to pay 30% balance sale price within 4 working days from the date of intimation of confirmation of sale by e-Auctioneer.

**Note :** If the purchaser fails to pay 30% S.D. within stipulated period, 10% S.D. paid by him stands forfeited and lot is relisted for sale.

8.13.6 On receipt of 30% sale price Bill of Entry (B/E) is sent to Customs for examination and assessment of duty.

8.13.7 On receipt of out of charge B/E, delivery order is issued to the purchaser

8.13.8 Purchaser approaches Book Keeper with the D.O./B.E. for making payment of balance 60% sale price, within 6 working days.

**Note :** Demurrage @ Rs.125/- PMT per day, on expiry of free days upto 15 calendar days following the date of confirmation of sale by e-Auctioneer, is payable by the purchaser ,if no delivery is taken within free period of 10 working days..

8.13.9 After payment of balance 60% sale price and demurrage charges, if applicable, purchaser approaches DASB of Accounts Department for getting D.O. audited.

8.13.10 On completion of audit formalities, purchaser approaches the Shed Superintendent concerned for taking delivery of the cargo.

8.13.11 If the purchaser fails to pay 60% Balance Sale Price within 6 working days from the day of intimation of confirmation of sale by e-auctioneer, 40% S.D. paid by him stands forfeited and lot is relisted for sale.

8.13.12 After receipt proforma 'B' (delivery intimation of sold cargo) intimation to respective Importers/Vessel Agents/CHA are issued and files forwarded to Post Sale Section. (Annexure 8.13.12)

#### ***8.14 PAYMENT OF BILLS FOR ADVERTISEMENT IN NEWSPAPER/GOVT. GAZETTE***

8.14.1 On receipt of the Bill for publication of advertisement from Advertising Agencies duly verified by the Secretary's department, the same is re-checked by the staff of the Accounts Section of Sales Branch and the Net Amount payable is worked out as under:

Amount of bill excluding Service Tax	(A)
Less: Discount (i.e. 6% on (A) if payment is made within 30 days from the date of bill and 1% extra on (A) if net annual business of the	(B)

agency in a year exceeds Rs.30 lakhs).	
<b>TOTAL I</b>	(C)
Add: Service Tax @ 1.5%	(D)
<b>TOTAL II</b>	(E)
Less: Income Tax (ie. 1% I/Tax on (E) and 10% surcharge on I/Tax amount) (+ 2% Educational Cess)	(F)
<b>NET PAYABLE AMOUNT</b>	<b>(G)</b>

8.14.2 Bill with the details of net amount payable is then forwarded to Sr. Accounts Officer, DASB, for verification (ANNEXURE 8.14.2).

8.14.3 On receipt of the duly audited bill from the Senior Accounts Officer, DASB, the bill is forwarded to Book-Keeper for payment. The details of the actual amount to be paid to advertising agency and Income Tax to be deposited with F.A. & C.A.O. is separately furnished (ANNEXURE 8.14.3).

8.14.4 All the details of the advertisement and related payment are recorded in a Register against the reference number of Accounts Section to avoid double payment or non-payment.

8.14.5 The bill towards publication of 'Notice of Sale' in Govt. Gazette received from Govt. Printing Press is verified for its correctness.

8.14.6 It is verified that correct number of pages is mentioned in the bill for correct matter to be printed. This bill is connected to the respective e-auction which is held approximately after 15 days of publication of the Gazette.

8.14.7 If the bill amount exceeds Rs.10,000/-, Traffic Manager's sanction is sought in terms of T.R. 180 of 13.6.89 (ANNEXURE 8.14.7).

8.14.8 The bill after due verification and after obtaining sanction of Traffic Manager is forwarded to the Sr. Accounts Officer, DASB for verification (ANNEXURE 8.14.8).

8.14.9 On receipt of duly verified bill, the same is forwarded to Book-Keeper for payment (ANNEXURE 8.14.9).

8.14.10 All the entries are recorded in the payment of Bills Register.

### **8.15 REFUND ON ACCOUNT OF SHORT DELIVERY**

8.15.1 Refunds are normally granted to the purchasers for the shortages found in respect of lots sold on "weight basis".

8.15.2 The procedure followed for processing of refund on account of shortage in weight for the lots sold on "weight basis" is as under :

- a) Application is received from the purchaser requesting for refund of the proportionate amount on the weight short delivered (ANNEXURE 8.15.2).

- b) Where the shortage in weight is less than 10% of the declared weight, a refund voucher is prepared and forwarded to Sr. Accounts Officer, DASB for verification (ANNEXURE 8.15.2(b).
- c) In cases, where the shortage in the weight delivered is more than 10% of the declared weight, a report regarding reason for shortage in weight is called for from the concerned Shed Superintendent as well as from the Valuer who has assessed the lot. On receipt of report from the Valuer and the Shed superintendent, the refund voucher is prepared and the same is forwarded to Sr. Accounts Officer, DASB for verification. There after, a suitable note thereof is taken in the register maintained in the Accounts Section (ANNEXURE 8.15.2(c).
- d) On receipt of the voucher, duly verified from the Audit, the same is forwarded to the Book-Keeper for drawing a cheque for the refund amount in favour of the purchaser under covering letter, a copy thereof is also forwarded to the purchaser as a intimation letter to collect the refund amount..
- e) Thereafter, suitable note thereof is taken in the “Shortage in weight Register’ maintained in the Accounts Section.

#### **8.16 REFUND ON ACCOUNT OF CANCELLATION OF SALE**

- 8.16.1 If the Bill of Entry is not passed out of charge by Customs, the purchaser of lot may cancel the sale and apply for refund. If purchaser pays all charges, takes the Delivery Order, but does not effect delivery, then the amount paid by the purchaser is forfeited. The lot is relisted and customs is requested to refund the custom duty paid to them on the lot undelivered.

#### **8.17 FINALISATION OF SALE ACCOUNT/COMPILATION OF VOUCHER PART FILE**

- 8.17.1 After completion of delivery of all the lots sold in a particular e-auction, all relevant lot papers and payment details are filed in a folder/file known as a voucher Part file.
- 8.17.2 Normally the sale accounts are finalised by the Accounts Section after two months from the date of sale. The following documents are verified at the time of finalisation of sale accounts.
  - a. Voucher slips of all the lots cleared by the purchaser (received from Book Keeper).
  - b. Refund Voucher, if any, received from Book Keeper.
  - c. Proforma B or Proforma D received from the Sheds.
  - d. Statement of lots sold and cleared.
  - e. Statement of VAT and Octroi recovered (ANNEXURE 8.16.2.e).
  - f. Statement of short delivery and related refunds.
- 8.17.3 The procedure followed for finalisation of Sale Accounts for the lots sold in a

particular sale is as under:

- a) Confirmation received from the Sheds in Proforma B or D is compared and tallied with the particulars available in the control register maintained by the Accounts Section.
- b) The amount recovered through the Delivery Orders (DO) from the Book Keeper, comprising of Security Deposit, purchase price, VAT and Octroi are compared and verified from the office copies of Delivery Order and B-form statement (ANNEXURE 8.16.3.b).
- c) The total sale price realized for all the lots sold and cleared is worked out,
- d) The actual sale price realized as per the remittance slip and the Sale Price as realised as per B form statement are worked out as under :
  - (I) Total Sale Price as per remittance slip statement.
    - Less : Refund due to short delivery as per Refund Voucher
    - Less : Sale proceeds on cancellation of sale/ uncleared lots.
    - Less : Security Deposit refunded.
    - Total (A)**
  - (II) Gross sale proceeds as per "B" form statement.
    - Less : Refund due to short delivery as per RV.
    - Less : Sale proceeds on cancellation of sale/uncleared lots Included in "B" form statement.
    - Add : Security Deposit of uncleared lots forfeited.
    - Add : Excess amount received as per remittance slips, if any or sale expenses if included in the remittance slip statement.
    - Total (B)**
- e) After comparing the figures at A & B above, a new folder (Voucher Part File) is prepared for every sale.
- f) The Voucher file consists the following documents.
  - (i) Sale list
  - (ii) Index of lots with details of withdrawal and detentions
  - (iii) Vouchers (excess/short in weight)
  - (iv) Remittance slips
  - (v) Out of Charge Bills of Entry
  - (vi) B or D Proforma
  - (vii) Bid sheets
  - (viii) Delivery orders
  - (ix) Results of the lots (STC)
  - (x) VAT, Octroi payment papers
  - (xi) E-Auctioneer letters
  - (xii) Other miscellaneous related papers
- g) The voucher files are thereafter forwarded to Post Sale Section for finalisation of Sale Accounts for individual lot.





## **CHAPTER 9**

### ***DESTRUCTION SECTION.***

- 9.** Destruction Section deals with identification of lots for destructions, finalisation of destruction programme, after receipt of NOC from the ADC/PHO/PQ/SIIS/CIU/DRI/Police/Court and Sale Committee's approval, intimation of destruction to all concerned.

**9.1 IDENTIFICATION OF LOTS FOR DESTRUCTION :**

The lots are taken up for destruction under the following circumstances :

- (i) Lots declared unfit by Assistant Drug Controller(ADC)
- (ii) Lots declared unfit by Port Health Officer (PHO)
- (iii) Lots declared unfit by Plant Quarantine (PQ) Officials
- (iv) Lots having no commercial value
- (v) Lots for which expiry date is over
- (vi) Lots for which actual description of contents etc. could not be ascertained even after conducting analytical test with the assistance of Customs Commissionerate

Such lots are taken up for destruction after taking the Sale Committee's approval under the provision of TR 468 of 15.12.1992.

**9.2 LOTS SOLD SUBJECT TO NOC FROM ADC**

- 9.2.1 The consignments of drugs, pharmaceuticals, cosmetics etc. are referred to ADC requesting them for examination of the consignments and giving fitness or otherwise. A copy of said letter is also forwarded to the concerned shed and the Valuer to pursue with ADC for their report.

**9.3 LOTS SOLD SUBJECT TO NOC FROM PHO/PQ.**

- 9.3.1 The consignments of food stuff, food grains, perishable cargo etc. are referred to PHO requesting them to examine the cargo and give fitness or otherwise. A copy of the said letter is also forwarded to the concerned shed and the Valuer to pursue with PHO for their report (ANNEXURE 9.3.1).

- 9.3.2 Necessary analytical testing charges of the M.C.G.M. for testing the cargo are paid in advance by cheque (ANNEXURE 9.3.2).

- 9.3.3 The cargo of foodgrains, pulses, logs, wood are referred to Plant Quarantine

authority for inspection and for giving their fitness or otherwise. The inspection fee as notified by the Ministry of Agriculture is paid by cheque in advance.

9.3.4 The lots of food grains declared as “UNFIT FOR HUMAN CONSUMPTION” and rejected by the PHO/PQ are sold as cattle feed in regular sale. The lots declared as “fit for human consumption”, delivery is granted after completion of the necessary formalities.

9.3.5 The lots other than foodgrains declared unfit by the PQ are taken up for destruction.

**9.4        *LOTS SOLD SUBJECT TO NOC FROM PHO AND LOTS SOLD SUBJECT TO FUMIGATION.***

9.4.1        On confirmation of the sale of the lots sold subject to NOC from PHO/PQ, a letter is issued to the PHO requesting examination of the lot & issuance of the NOC to sale the lot or otherwise . A copy of this letter is also forwarded to the purchaser and the concerned Shed (ANNEXURE 9.4.1).

**9.5        *DISPOSAL OF LOTS UNDER DETENTION BY STATUTORY AUTHORITIES***

9.5.1        If the lots, to be taken up for destruction, are under detention of Customs/SIIB/CIU/DRI, or involved in theft (Police Action), or involved in Court matter, NOC from the concerned agencies prior to destruction are obtained invariably.

**9.6        *PRE-DESTRUCTION FORMALITIES / PROCEDURE FOLLOWED.***

9.6.1        Present lying position of the lot to be destroyed is obtained from the concerned location (ANNEXURE 9.6.1).

9.6.2        In case of connected – Excess landed lots, intimation is given to commissioner of Customs Import/Preventive/Export Promotion/Special Cell about the destruction of consignments after receipt of NOC from concerned authorities.

9.6.3        Liability Notices are issued to the Consignee, Shipping Agent, Slot charterers, Notified party, CHA for payment of destruction charges and PT charges. Notices are sent by registered A.D / hand delivery (Address having offices within the vicinity of Ballard Estate/Colaba/ Nariman Point/Fort).

9.6.4        The lot is thus ready for destruction, say within 10 days from the date of completion of formalities as at 10.6.1 to 10.6.3 above .

## **9.7 FINALISATION OF DESTRUCTION PROGRAMME**

9.7.1 The lots ready for destruction are sorted out location wise and destruction programme is chalked out (ANNEXURE 9.7.1).

9.7.2 The present position and other details of the lots are verified through the computer system.

9.7.3 Thereafter, destruction programme is finalized indicating the date, time and location of destruction. Necessary intimation of the same is sent to the following authorities:

1. Asstt.Commissioner of Customs, Preventive Department(General), New Customs House, Ballard Estate, Mumbai 400 001.
2. Superintendent of Customs,Posting Section, New Custom House, 3<sup>rd</sup> Floor,Old Building.
  2. Deputy Manager, Hamallage.
  3. Sectional Asstt.Manager.
  4. Chief Security Officer.
  5. Sr.Inspector of Police ,Yellow Gate Police Station.
  6. Port Health Officer/Asstt. Drugs Controller/PQ .
  7. Asstt.Manager Spl. Duty, Hamallage.
  8. Deputy Chief Accounts Officer, D.A.S.B.
  9. Sectional Shed Supdt.

9.7.4 The destruction is to be carried out in presence of all the aforesaid officials.

9.7.5 On receipt of destruction programme the Sanitary Section makes necessary arrangements of Lorry, Labour from Sanitary Contractors material and machinery required to carry out the destruction. After destruction, the cargo is removed to M.C.G.M.'s Dumping Ground at Deonar under Customs and security escort.

## **9.8 POST DESTRUCTION PROCESS**

9.8.1 On completion of destruction, Proforma C is received from the concerned shed giving details about the destruction.

9.8.2 On receipt of Proforma C, the details thereof are noted by the Computer Section, Withdrawal Section, Programme Section and Accounts Section against the respective lot..

9.8.3 Assessable value of the lot is obtained from the concerned Valuer (ANNEXURE 9.8.3).

9.8.4 In respect of connected lots, recovery advice in prescribed format giving all details alongwith PHO/ADC/PQ Report and approval of Sale Committee is forwarded to the Dy.Manager Cargo Accountal for billing and recovery of destruction and Port Trusts charges. The lot file is then send to the record section.

9.8.5 In respect of the unconnected lots, where consignee details are not known, the related lot papers are recorded.

## **9.9 STATEMENTS**

The following statements are prepared by the Destruction Section

- (a) A Computerised statement giving the details of the lots to be destroyed is generated through the computer system on the 1<sup>st</sup> working day of every month after updating the record in Computers.
- (b) Monthly statement for the lots destroyed in a month. Both the statements are forwarded to Traffic Manager/ Addl. Docks Manager for information.

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## **CHAPTER 10**

### ***CONFISCATION SECTION***

- 10.1 The Confiscation Section mainly deals with -
- i. Obtaining Release orders/NOCs in respect of detained cargo from Customs.
  - ii. Obtaining Confiscation orders in respect of Confiscated goods from Customs.
  - iii. Billing of Pre-confiscation charges.
  - iv. Billing of Post-confiscation charges.
  - v. Processing Customs delivery order for the packages sold by Customs.
- 10.2 The orders of seizure, detention, confiscation etc. are received from time to time from the following authorities:
- i. Special Intelligence & Investigation
  - ii. Special Intelligence & Investigation
  - iii. Various Customs Appraising Group
  - iv. Directorate of Revenue Intelligence (DRI).
  - v. Central Intelligence Unit (CIU).
  - vi. Dock Intelligence Unit (DIU).
  - vii. HQIU (Rummaging & Intelligence) Division.
- } (SIIB) Port

### ***10.3 PROCESSING OF CONFISCATION/DETENTION/SEIZURE ORDERS***

The procedure followed for processing various orders received from the different wings of the Customs authorities is as under :

- i. On receipt of the Customs references from the Withdrawal Section regarding detention, seizure, confiscation, details of the orders are noted in a register viz. Description, Detaining authority, Confiscation order no., lot no., if furnished, Bill of Entry No., Vessel name, IGM/Item and Party's name etc.
- ii. The details of the confiscation orders are then verified and if found to be incomplete, additional particulars if any, are called for from the Customs. Assistance of the Valuer posted in the Sales Branch is also sought in getting the expeditious reply from Customs.
- iii. On receipt of the confiscation order, the file is opened for billing Pre/Post confiscation charges to the Customs. Thereafter, confiscation order is forwarded to Computer Section for noting the compilation number in the Computer System & return. The detailed information regarding vessel's name, IGM/Item & Date, GLD/LFD, manifested quantity, status of container etc. is called from the CDO in the prescribed format (ANNEXURE 10.3.iii).

- iv. On receipt of the release orders/NOCs, issued by concerned custom authorities from Withdrawal Section, a suitable note thereof is taken in the Confiscation Register.

#### **10.4.1 SHIFTING OF DETAINED / CONFISCATED CARGO TO CUSTOMS' NOMINATED AREAS**

- 10.4.2 As regards detained/confiscated lots lying in the port for a prolonged period, periodical letters are addressed to the concerned authorities requesting them to remove the cargo to their premises and to note lien towards payment of Port charges due and accrued on these lot.

#### **10.5 BILLING OF PRE & POST CONFISCATION CHARGES**

- 10.5.1 Pre confiscation charges are billed to the Customs for a period of 4 months from the date of LFD till the date of confiscation orders, treating the difference between the two charges as having been remitted in terms of T.R. No. 63 dated 13.3.1990.
- 10.5.2 Post confiscation charges are worked out for the period from the date of confiscation order till the date of removal of the cargo to the Customs nominated warehouses or till the date of delivery by the purchaser, if Cargo is sold by Customs, whichever is earlier, in terms of T.R. No.699 of 1968.
- 10.5.3 For the billing of post confiscation charges, a report showing the present status of the confiscated goods and the area occupied by the consignment is called for from the concerned shed/warehouse (ANNEXURE 10.5.3).
- 10.5.4 On receipt of information such as the area occupied by the consignment, weight of the consignment etc., the Bills Supervisor is requested to prefer a bill against the Customs for pre and post confiscation charges due and accrued on the consignment under reference ANNEXURE 10.5.4).
- 10.5.5 A consolidated monthly statement is received from the Bills Supervisor furnishing the details of billing of Pre/Post confiscation charges/rentals to Customs.

#### **10.6 DELIVERY OF THE GOODS SOLD BY CUSTOMS**

- 10.6.1 A delivery order is issued by the Customs for the lots sold by them in favour of the purchaser requesting MbPT to allow delivery (ANNEXURE 10.6.1).
- 10.6.2 The delivery of the lots is permitted after verification of the contents of the Delivery Order.

#### **10.7 MAINTAINING RECORDS OF DETAINED/CONFISCATED CARGO.**

- 10.7.1 Details of Custom detained/confiscated cargo are maintained and updated shed-wise/year-wise.
- 10.7.2 Details of cargo sold by Customs and Cars/Car bodies lying in MbPT are also maintained and updated from time to time.

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## **CHAPTER 11**

### ***ALLOCATION SECTION***

11.1 The Allocation Section deals with the finalisation of sale accounts, allocation of sale proceeds, refund of surplus sale proceeds etc. The detailed procedures followed by this section are explained hereunder:

#### ***11.2 PROVISIONS/GUIDELINES FOR ALLOCATION OF SALE PROCEEDS***

11.2.1 The Allocation Section deals with the allocation of sale proceeds under various heads in terms of the provisions of Section 63 of the Major Port Trusts Act, 1963, TR 699 of 1968, TRs 159 and 579 of 1993 and 208 of 1997.

#### ***11.3 PROCEDURE FOLLOWED FOR ALLOCATION OF SALE PROCEEDS***

11.3.1 The allocation work commences after receipt of the sale-wise Voucher Part file and Inventory file (4/2 file) from Accounts Section and the Inventory Section, respectively.

11.3.2 The Inventory file contains inventory sheets with a statement of lots sold, cleared and the sale proceeds realised. After receipt of the 4/2 files the actual weight delivered is duly noted in the respective inventory sheets by Inventory Clerk from the 'A' Proforma. With effect from 01.03.2006, the Customs Duty is paid in advance before delivery of sold consignment. For payment of Custom Duty Personal Deposit Account is opened with Customs by depositing 25 Lacs. The Custom Duty due on uncleared / unclaimed goods sold is debited from this P.D. A/c in advance before B/E is made out of charge.

11.3.3 Inventory of each lot is checked and/or compared with respective lot files which are lying with year-wise clerk.

11.3.4 The following details are checked/compared –

- i) U/c. list No. & Date (manifested weight/description of cargo, Container No. etc.
- ii) Pre-Sale Notices sent to Importer/Consignee/CHA/Vessel Agents/Slot Charterers.
- iii) Sale intimation sent to Importer/Consignee/CHA/Vessel Agents/Slot Charterers.

11.3.5 The charges paid by the Importer towards wharfage and demurrage for withdrawal of lots from sale is verified from the lot files.

11.3.6 On the basis of the consignments, the correct wharfage/demurrage rate applicable for each lot is verified from the Docks Scale of Rates.

11.3.7 The Voucher Part File & Inventory File are then forwarded to the Computer Section for preparation of working sheet showing Port Trust charges and



allocation sheet.

- 11.3.8 Lot-wise print outs of bills, allocation sheets and summary showing allocation of all lots in respective sale is taken out. If the bills and allocation of every lot are prepared correctly, computer clerk is asked to forward all summaries. There are 5 types of summaries –

#### **11.4 TYPES OF SUMMARIES**

11.4.1. **‘X’** Summary of sale proceeds ( SD forfeited.)

Summary of sale expenses allocated  
Summary of P.Q. charges allocated  
Summary of Customs duty allocated  
Summary of P.T. charges allocated  
Surplus, if any.

11.4.2 **‘Y’** Summary of sale deficits.

Deficits of connected lots  
Deficits of unconnected lots  
Deficits adjusted against deposits

11.4.3 **‘Z’** Summary of lots

Connected lots (M)  
Unconnected lots (UM)  
Surplus lots  
Deficit lots  
Above Rs.50,000  
Above Rs.1,00,000

- 11.4.4. 20 column summary, showing sale warehouse accounts of all lots included in sale.

- 11.4.5. 13 column summary showing the net deficit to be remitted under Section 53 of MPT Act, 1963.

#### **11.5 AUDIT VERIFICATION**

- 11.5.1 After verification, individual lot-wise bills, allocation sheets and all summaries are forwarded to the Sr. Accounts Officer, DASB, alongwith voucher part file and inventory file (4-2 file) for verification.

- 11.5.2 Allocation of sale proceeds is done in accordance with the T.R. No.699 of 1968 read with T.R. No.159 of 1993, 579 of 1993 and 208 of 1997 for the following four heads .

- a. Expenses of sale 35% (revised w.e.f. April 2008) of sale proceeds are allocated towards expenses of sale.
  - b. Ship owners lien for freight & primage /general average, if any,.
  - c. Custom Duty duly paid on sold cargo .
  - d. The Port Trust charges i.e. wharfage charges and demurrage charges are calculated for the period of six months or till date of sale whichever is earlier, if the lot is not withdrawn by the importer at any stage. If the lot is withdrawn by the importer/CHA on payment of charges, then the demurrage charges are worked out till the date of sale. The working of charges is in accordance with the provisions of T.R. 159 of 1993 read with T.R. 579 of 1993 and TR No: 208 of 1997.
  - e. Any other sum due to the board.
- 11.5.3 On receipt of all the papers viz. the voucher part file and the inventory file, duly audited from the Sr. Accounts Officer, DASB, necessary corrections as pointed out by the Audit are fed into the Computer System and fresh print-outs are taken out. Thereafter, the papers are forwarded to the Year-wise Clerk for taking further action of issuance of demand and final notices in case of deficit.

#### **11.6 ISSUANCE OF DEMAND NOTICE/FINAL DEMAND NOTICE**

- 11.6.1 After issuance of intimation of sale to the consignee, Vessel Agents etc., the lot files are transferred by Accounts Section to the Yearwise Clerk. Accounts Section maintains a register for the same.
- 11.6.2 In respect of the unconnected lots, after taking a note in the sale deficit register, the lot files are sent to the Record Section.
- 11.6.3 In respect of the connected lots, the relevant papers in the file are verified and compilation Nos. are noted on the file indicating the sale No. & date.
- 11.6.4 On receipt of lotwise allocation sheet from the Allocation Section, the lot-wise entries regarding sale deficit/surplus are made in the sale deficit register.
- 11.6.5 In respect of the lots, where the allocation of sale proceeds results in surplus and for which there is no claim received from the consignee /owner within six months from the date of intimation of sale, such cases are recorded on obtaining orders of Asstt. Manager, Sales, to that effect.
- 11.6.6 In respect of the lots where consignee has paid deposit towards withdrawal of goods from sale, papers are forwarded to Refund Clerk for transferring the amount of withdrawal from Revenue Account to Traffic Manager's Account after obtaining the approval of Asstt. Manager, Sales.
- 11.6.7 In respect of the connected lots where the allocation of sale proceeds has resulted in to sale deficit, demand notices are issued to the consignee, Notified party/Bank/Vessel Agent/ Slot Charterers and CHA etc.
- 11.6.8 Demand Notices to Vessel Agents, are issued on obtaining confirmation as regards issuance of Agent Delivery Order or Bill of Lading in favour of CHA by

the concerned vessel agent or otherwise from CDO I.D (ANNEXURE 11.6.8).

- 11.6.9 The copies of Demand Notices are endorsed to Asstt. Manager, Remission Cell for noting the deficit cases in the Outstanding Register.
- 11.6.10 If Bill of Lading or Agents' Delivery Order is endorsed in favour of CHA and or if there is a request from CHA for withdrawal of the goods from sale, the Demand Notice for sale deficit is also issued to CHA.
- 11.6.11 If the deficit amounts are not settled within 15 days from the date of issuance of Demand Notice, final Demand Notices are issued to all concerned for settlement of sale deficit (ANNEXURE 11.6.11).
- 11.6.12 The details of the issuance of the Demand Notice and final demand notice are recorded in sale deficit register.
- 11.6.13 If Sale proceeds results into sale deficit, amounting to Rs.50,000/- & above, the lot papers are forwarded to Sr. Asstt., Suit Matter, for further action of forwarding the suit proposal to Chief Law Officer & Advocate.
- 11.6.14 If the Sale Proceeds results into sale deficit amounting to less than Rs.50,000/-, the efforts are made for recovery since no suits are to be filed in respect of such cases in terms of the T.R. 434 of 1992.

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## **CHAPTER 12**

### ***SUIT PROPOSAL/COURT MATTER/REFUND/WRITE OFF PROPOSAL SECTION***

- 12.1 The Suit Proposal Section processes suit proposals for recovery of Sale deficit amounting to Rs.50,000/- and above.
- 12.2 On receipt of the 'Summary statements' alongwith voucher part file and 4/2 file after allocation from Allocation Section, the Senior Assistant, attached to the Section makes entries, in detail, of the cases where the sale deficit amounts to Rs.50,000/- and above in the 'Suit Register'. The aforementioned summary statements and relative handfiles are then returned to the Allocation Section.
- 12.3 Lot papers are checked to verify and confirm whether Demand Notice and final Demand Notice have been issued to concerned parties, if not, a fresh Demand Notice and final Demand Notice are issued to all the concerned .
- 12.4 After issue of Demand Notices and final Demand Notices the lot files where sale deficits exceed Rs.50,000/- and above, the work of processing suit proposals thereof are taken on hand.
- 12.5 Asstt. Manager, CDO, ID, is requested to furnish the outturn report, copies of B/L or ADO, IGM with customs amendments if any, and other related document in the prescribed format (ANNEXURE 12.5).
- 12.6 Copies of the advertisements and the gazette notification in respect of the suit consignment is obtained from the Inventory Section.
- 12.7 The queries from the consignee/vessel agent, or CHA after issuance of Demand Notices are replied suitably.
- 12.8 After compilation of all related documents like copies of Sale notices, Gazettes, advertisements, IGMs and other related papers, Demand Notices and final Demand Notices, acknowledgements etc, a suit proposal is prepared and forwarded to Chief Law Officer & Advocate.
- 12.9 The suit proposal comprises all the basic facts of the case, viz. details of consignment/consignee/Notified party/Vessel Agent etc. Thus, evidence of ownership and existence of the consignee is established, as stipulated under T.R. No.307 of 24.9.91, for filing of suit.
- 12.10 The allocation of the sale proceeds is verified and ensured that the Sale Deficit exceeds Rs.50,000/- and the monetary upper limit set under T.R. No.132 of 10.7.90, for filing of suit is fulfilled.
- 12.11 Finally, the suit proposal with the enclosures, such as the statement of claim, which specifies 'the sale-expenses', the amount of 'Custom- Duty', the MbPT charges computed in terms of T.R. No.159 of 1993, and ultimately the 'Sale Deficit' and interest @ 18% p.a. due thereon from the date of 'Demand Notice' till the date the claim gets 'time-barred', is forwarded to Chief Law Officer & Advocate .

- 12.12 Queries and references received from the Chief Law Officer and Advocate for the suit proposals forwarded are also attended to by the staff of this section.

### **12.13 COURT MATTERS –**

This section deals with maintenance of the records of the suits filed for the recovery of sale deficits. Two alphabetical registers, one for High Court matters and other for City Civil matters, are maintained indicating the details such as Suit No., CLO&A's/Sales Br.'s Compilation No., defendants' names, withdrawal/decreed/dismissal details. Similar register is also maintained for Writ Petitions filed by importers-exporters/vessel agents/purchasers against MbPT. Two clerks, One Sr.Asstt.and One Jr.Asstt. are looking after the Court matters. Sr. Asstt. attends High Court matters as and when the matters are on board for examination of the documents/hearing/evidence he informs the concerned officer for taking suitable action in the matter. Similarly, Jr.Asstt. attends to City Civil Court matters. Both clerks also follow-up with our Solicitors/Chief Law Officer for timely filing of Suits/affidavits/written statements required to verify draft complaints /written statement/affidavits and accompany Court-bailiff for attachment of property for recovery of decretal amount. They also make efforts to find out whereabouts of local defendants by visiting their premises on the available addresses and also obtain the confirmation thereof from Registrar of Companies/Firms.

#### **WRITE OFF/REMITTANCE OF NON-RECOVERABLE SALE DEFICIT**

- 12.14 The procedure followed for preparing write-off proposals or remittance of the non-recoverable sale deficits is as under :

- 12.14.1 The Sale-wise Allocation Register is referred to and scrutinized for a financial year for Connected/Unconnected lots.

- 12.14.2 Sale-wise list is prepared of lots with outstanding sale deficit with details of party's name and deficit amount. Details are verified from the Court Clerk as regards the -

Recovery  
Re-computation of charges.  
Write off  
Remission  
Suit status.

- 12.14.3 The details of each lot with deficit for a particular sale are analysed and recorded in the format I.

- 12.14.4 A summary of such unrecovered sale deficit for the sales of a particular year is then prepared in format II.

- 12.14.5 A proposal is then forwarded to the Secretary through F.A.&C.A.O for sanctioning remission of the sale deficit amount.

### **12.15 REFUND OF SURPLUS SALE PROCEEDS**

- 12.15.1 Under the provision of section 63(2) of the Major Port Trusts Act, 1963, after

allocation of the sale proceeds, the surplus, if any, shall be paid to the Importers/owners or consignee of the goods or to his agents on application made by him in this behalf within six months from the date of sale of goods.

12.16 The procedure followed to process the refund of surplus sale proceeds is as under:

- a) The Importer/Consignee/Owner/Agents for the consignment sold makes an application within six months from the date of intimation of sale requesting for release of surplus sale proceeds. Application received after six months from the date of intimaion of sale are rejected on the grounds of being time barred.
- b) The applicant has to submit the following documents :
  - i. Port Trust and Customs copy of B/E,
  - ii. Bill of Lading duly discharged or Agents Delivery Order. In case the Bill of Lading is not duly discharged by the Vessel Agent, No Objection from the Vessel Agents for release of sale proceeds.
  - iii. Original Port Trust payment receipt. If the original is not available, certified true copy of the Port Trust receipts are accepted for processing.
  - iv. If the applicant is CHA, letter of authority from the Consignee/Owners of the goods.
  - v. Copies of the Invoice/packing list.
- c) On receipts of full set of documents, the concerned Clerk processes the claim as follows -
  - i. Letters to all Departments/Sections of MbPT are sent to confirm within 15 days, if any outstanding dues are pending against claimant.
  - ii. After 15 days i.e.the time limit given to all the concerned Departments/ Sections for advice regarding the outstanding dues, the concerned Departments/Sections (from whom no reply is received) are again informed that as no reply is received from them it is presumed that there are no dues outstanding against the applicant and the refunds are being processed.
  - iii. A report from CDO is called regarding out turn position, consignee's name and lodgement documents viz. B/L./ ADO.
  - iv. In the cases, where the Importers or his agents have paid Port Trust charges, a reference is made to the Sr.Accounts Officer, Revenue Audit giving details of the Chappas and requesting him to transfer the amount from the Revenue Accounts to the Sale Warehouse Account.
  - v. Allocation of sale proceeds for the lot is done against the different heads and worksheet of the Port Trust charges alongwith the allocation is forwarded to the audit for verification.

- vi. On receipt of the bills and allocation sheet from the Audit, a final notice is issued to the concerned Department/Sections as explained at (iv) above. Thereafter, Refund Voucher for the audited amount is prepared and forwarded for Audit verification.. The Port Trust charges till date of sale are claimed and allocated, if not done.
- vii. After receipt of RV alongwith related papers, Book Keeper is advised to prepare the cheque for the refund amount in the name of the consignee/owners and simultaneously the Consignee/Owners or the applicant is also informed for collecting the cheque from this office.
- viii. After the cheque is handed over to the applicant under his acknowledgement, the lot papers and the files are returned to the Record Section for preservation.

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## **CHAPTER 13**

### **MISCELLANEOUS SECTION**

- 13.** Postage Section, Despatch Section and Record Section fall under the Miscellaneous Section

#### **13.1 POSTAGE SECTION**

- 13.1.1 The main task of the Postage Section is to ensure proper record of Postage for the letters/notices despatched from this office . The entire postal work including the despatch of letters by Registered AD is done through franking machine, which is used under the permission/license of the Postal authority. The franking machine is metered and is permitted to use for specific amount of postage only. As and when the postage amount limit gets exhausted, the Postal authority is requested to re-set the machine on postal charges.
- 13.1.2 This section maintains the following registers for maintaining registers of records of various parties.
- i. Register for letters issued under certificate of posting.
  - ii. Register for sale notices issued under Registered AD
  - iii. Register for recording the details of usage of franking machine.
  - iv. Register for recording the postage expenses alongwith postal acknowledgement.

#### **13.2 DESPATCH SECTION**

- 13.2.1 Despatch Section looks after the receipt and despatch of various letters. Inward and outward registers are maintained by the Despatch Clerk. Immediately on receipt of letters, they are registered and marked to dealing clerk. Despatch Section also maintain C.R. for intra-sectional paper, R.I. for Chairman's references, Hindi references. This Section also prepares quarterly Hindi statement.

#### **13.3 RECORD SECTION**

- 13.3.1 The Record Section, keeps old records prior to its final disposal to Ship General Record Office at 15 VD. This Section keeps records of various Sections of Sales Branch; which are as under :
- (i) Lot papers of the lots cleared by Importers
  - (ii) Lot files for the lots sold and cleared by the purchasers
  - (iii) Voucher files and inventory files to be recorded separately sale-wise
  - (iv) Lot files pertaining to lots which are confiscated and for which the pre and post confiscation charges are billed
  - (v) Lot files for the lots involved in court action
  - (vi) Record of stationary requisitioned and supplied.
  - (vii) Maintenance of record of despatch of old files to Ship General Record Office for preservation/destruction.





**SECTION 61, 62 & 63 OF MPT ACT 1963**

The provisions of Sections 61, 62 and 63 of Major Port Trusts Act 1963 read as under :

**SECTION 61:**

“Sale of goods after two months if rates or rent are not paid or lien for freight is not discharged.”

**SECTION 61(1):**

A Board may, after the expiry of two months from the time when any goods have passed into its custody, or in the case of animals and perishable or hazardous goods after the expiry of such shorter period not being less than twenty-four hours after the landing of the animals or goods as the Board may think fit, sell by public auction [or in such case as the Board considers it necessary so to do, for reasons to be recorded in writing, sell by tender, private agreement or in any other manner ], such goods or so much thereof as, in the opinion of the Board, may be necessary –

- (b) if any rates payable to the Board in respect of such goods have not been paid or,
- (c) if any rent payable to the Board in respect of any place on or in which such goods have been stored has not been paid, or
- (d) if any lien of any ship-owner for freight or other charges of which notice has been given has not been discharged and if the person claiming such lien for freight or other charge has made to the Board an application for such sale.

**SECTION 61(2):**

Before making such sale, the Board shall give ten days notice of the same by publication thereof in [the Port Gazette, or where there is no Port Gazette, in the Official Gazette] and also in at least one of the principal local daily newspapers.

Provided that in the case of animals and perishable or hazardous goods, the Board may give such shorter notice and in such manner as, in the opinion of the Board, the urgency of the case admits of.

**SECTION 61(3):**

If the address of the owner of the goods has been stated on the manifest of the goods or in any of the documents which have come into the hands of the Board, or is otherwise known notice shall also be given to him by letter

delivered at such address, or sent by post, but the title of a *bonafide* purchaser of such goods shall not be invalidated by reason of the omission to send such notice, nor shall any such purchaser be bound to inquire whether such notice has been sent.

#### ***SECTION 61(4):***

Notwithstanding anything contained in this section, arms and ammunition and controlled goods may be sold at such time and in such manner as the Central Government may direct.

*Explanation* – In this section and section 62 –

- (e) “arms and ammunition” have the meanings respectively assigned to them in Arms Act, 1959 (54 of 1959);
- (f) “controlled goods” means goods the price or disposal of which is regulated under any law for the time being in force.

#### ***SECTION 62***

“Disposal of goods not removed from premises within time limit.”

#### ***SECTION 62 (1):***

Notwithstanding anything contained in this Act, where any goods placed in the custody of the Board upon the landing thereof are not removed by the owner or other person entitled thereto from the premises of the Board within one month from the date on which such goods were placed in their custody, the Board may, if the address of such owner or person is known, cause a notice to be served upon him by letter delivered at such address or sent by post, or if the notice cannot be so served upon him or his address is not known, cause a notice to be published in [the Port Gazette or where there is no Port Gazette, in the Official Gazette] and also in at least one of the principal local daily newspapers, requiring him to remove the goods forthwith and stating that in default of compliance therewith the goods are liable to be sold by Public auction [or by tender, private agreement or in any other manner].

Provided that where all the rates and charges payable under this Act in respect of any such goods have been paid, no notice of removal shall be so served or published under this sub-section unless two months have expired from the date on which the goods were placed in the custody of the Board.

#### ***SECTION 62 (2):***

The notice referred to in sub-section (1) may also be served on the agents of the vessel by which such goods were landed.

#### ***SECTION 62(3):***

If such owner or person does not comply with the requisition in the notice served upon him or published under sub-section (1), the Board may, at any

time after the expiration of two months from the date on which such goods were placed in its custody, sell the goods by public auction [or in such cases as the Board considers it necessary so to do, for reasons to be recorded in writing sell by tender, private agreement or in any other manner] after giving notice of the sale in the manner specified in Sub-section (2) and (3) of section 61.

**SECTION 62(4):**

Notwithstanding anything contained in sub-section (1) or sub-section (3)-

- (a) The Board may, in the case of animals and perishable or hazardous goods, give notice of removal of such goods although the period of one month or, as the case may be, of two months specified in sub-section (1) has not expired or give such shorter notice of sale and in such manner as, in the opinion of the Board, the urgency of the case requires;
- (b) Arms and ammunition and controlled goods may be sold in accordance with the provisions of sub-section (4) of section 61.

**SECTION 62(5):**

The Central Government may, if it deems necessary so to do in the public interest, by notification in the Official Gazette, exempt any goods or classes of goods from the operation of this section.”

**SECTION 63:**

Section 63 of the MPT Act 1963. provides for Application of Sale proceeds

- (1) The proceeds of every sale under section 61 or section 62 shall be applied in the following order -
  - (a) in payment of the expenses of the sale;
  - (b) in payment, according to their respective priorities, of the liens and claims expected in sub-section (2) of section 59 from the priority of the lien of the Board;

Sub-section (2) of Section 59 reads as under:-

“Such lien shall have priority over all other liens and claims, except for general average and for the ship-owner’s lien upon the said goods for freight and other charges where such lien exists and has been preserved in the manner provided in sub-section (1) of section 60, and for money payable to the Central Government (under any law for the time being in force relating to customs, other than by way of penalty or fine).”

Sub-section (1) of Section 60 reads as under:-

“If the master or owner of any vessel or his agent, at or before the time of landing from such vessel any goods at any dock, wharf, quay, stage, jetty, berth, mooring or pier belonging to or in the occupation of a Board, gives to the Board a notice in writing that such goods are to remain subject to a lien for freight or

other charges payable to the shipowner, to an amount to be mentioned in such notice, such goods shall continue to be liable to such lien to such amount.”

- (a) in payment of the rates and expenses of landing, removing, storing or warehousing the same, and of all other charges due to the Board in respect thereof (including demurrage (other than penal demurrage) payable in respect of such goods for a period of four months from the date of landing);
  - (b) in payment of any penalty or fine due to the Central Government under any law for the time being in force relating to customs;
  - (c) in payment of any other sum due to the Board.
- (2) The surplus if any, shall be paid to the importer, owner or consignee of the goods or to his agent, on an application made by him in this behalf within six months from the date of the sale of the goods.
- (3) Where no application has been made under sub-section (2), the surplus shall be applied by the Board for the purpose of this Act.



## II

### ***TERMS AND CONDITIONS OF e-AUCTION***

- 1 All the lots will be sold on lot basis except those mentioned as specifically on weight basis.
- 2 The detailed list of lots of each e-Auction will be available on e-Auctioneer's Website two weeks prior to the date of e-Auction or as per the time schedule indicated on the website. Copies of e-Auction sale list will also be available with the Book-Keeper, MbPT priced at Rs.30/- each. The bidders shall give their bids for the lots on e-Auctioneer's website within the bidding time as indicated above.
- 3 Offers shall be given only on the basis specified in the Auction list. Bidders will note that in certain cases offer is called for on weight basis i.e. on gross weight and in other cases on lot basis. Therefore, offers given on basis other than the one specified for the lot will be summarily rejected. Similarly, offers received without indication of any basis, especially for those lots where offer is called for on weight basis, will also be rejected.
- 4 Conditional offers will not be accepted / entertained.

#### **5(A) For goods sold on the spot :**

The successful bidder shall have to deposit 25% of the sale value within 5 days excluding Sundays and Holidays from the date of issue of Intimation letter by e-Auctioneer by E-mail. The balance payment shall be made within next 5 days excluding Sundays and Holidays. The payment of both Security Deposit as well as balance payment must be made by way of P.O/D.D. drawn on any scheduled bank in favour of TRAFFIC MANAGER, MUMBAI PORT TRUST, payable at Mumbai and the same should be deposited with the Book-keeper, MbPT, O.S.C. Bldg., (1<sup>st</sup> floor), Opp. GPO, P.D'Mello Road, Mumbai – 400 001, between 10.30 a.m. and 3.30 p.m. on week days and between 10.30 a.m. and 1.00 p.m. on Saturdays.

#### **5(B) For goods sold subject to confirmation :**

The results of bids accepted subject to confirmation shall be intimated to the bidders within a period of 45 days from the date of auction by e-Auctioneer by e-mail. The bidders whose offers are accepted subject to confirmation shall have to deposit 10% of the sale value within 5 days excluding Sundays and Holidays from the date of issue of Intimation letter by e-mail. Upon confirmation of sale of lots sold subject to confirmation, the purchaser shall make balance payment within 5 days excluding Sundays and Holidays from the date of issue of Intimation letter by e-Auctioneer by E-mail. The payment of both Security Deposit as well as balance payment must be made by way of P.O/D.D. drawn on

any scheduled bank in favour of “TRAFFIC MANAGER, MUMBAI PORT TRUST “, payable at Mumbai and the same should be deposited with the Book-keeper, MbPT.

NOTE: The abovementioned payment and delivery time will be counted from the date of issue of Intimation Letter / Acceptance Letter by e-Auctioneer by e-mail, hence bidders must keep a watch on their incoming e-mail. Hard copy of the Intimation Letter / Acceptance Letter will be issued by e-Auctioneer by Speed Post / Courier to the successful bidders only for the purpose of record and non-receipt or any delay in receipt of Hard Copy of Intimation Letter / Acceptance Letter will not be accepted as an excuse for extension of payment time. Bidders should therefore contact e-Auctioneer's office personally next day after closing of e-Auction for collecting the Hard Copy of the Intimation Letter / Acceptance Letter if they so desire. The mode of payment will be strictly as mentioned above in Clause No.1.3.5 (A) & (B) of the TERMS AND CONDITIONS of e-Auction.

- 6 The purchaser shall effect delivery of the goods within 10 days period as stated in 1.3.5 above. The goods may be allowed to be cleared on expiry of free period, on payment of demurrage which shall be recovered at the rate of Rs.100/- per ton per diem. No extension of time shall, however, be allowed after the expiry of 15 calendar days following the date of issue of intimation.
- 7(a) In case the successful bidder pays the Security Deposit but fails to pay the balance sale price alongwith applicable duties and taxes within the due date, the sale shall stand cancelled and Security Deposit forfeited. However, if the successful bidder fails to deposit security deposit as stipulated in condition No.1.3.5 above, the registration of the bidder will be cancelled forfeiting the registration fees, thereby debarring him from participating in future e-Auction
- 7(b) Offers received in respect of lots sold subject to confirmation remain open for a period of 45 days. If the offer is withdrawn within 45 days, the Security Deposit paid will be forfeited. In case the sale is not confirmed within 45 days, the purchaser if he so desires, can withdraw his offer at any time before confirmation of sale and seek refund of Security Deposit. However, he shall have no right to withdraw his offer once the sale is confirmed. If the offer is withdrawn after the confirmation of sale, the Security Deposit will be forfeited.
- 8 The Delivery Order shall be issued to the successful purchaser by the office of the Deputy Manager, Auction Sales, MbPT. The successful purchaser shall produce the said delivery order to the Book-Keeper of MbPT, make payment of the sale price and obtain remittance slip and delivery endorsement on the delivery order. The successful purchaser shall also get the delivery order audited and thereafter approach the Shed/ Warehouse for effecting delivery of goods.
- 9 In case of lots sold on weight basis purchasers are requested not to wait for the last free date to effect delivery as no extension of time will be allowed for any delay on account of departmental formalities, e.g. payment of price for additional quantities ascertained at the time of weighment. Goods shall be weighed under the supervision of MbPT Auditors.
- 10 In case, goods sold subject to mutilation, fumigation and completion of allied

- Customs Pollution Control Board formalities, any other permission / licence as required by the respective enforcement authority, should be obtained / possessed by the intending purchaser. In case of liquor consignment, photocopies of FL-I, FL-II, FL-III or any other certificates/documents as applicable duly attested by Excise authorities should be produced to the Deputy Manager, Auction Sales. Offers without such documents are liable to be rejected. Lots, subject to NOC from Plant Quarantine, may be required to be fumigated by the purchaser before delivery if directed by the P.Q authorities. Free period of 30 calendar days ONLY will be allowed for completing all formalities following the date of confirmation of offer. In these cases, the Purchaser shall make payment of the bid amount as stipulated in Condition No.1.3.5 above. If these formalities are not completed within that period, warehouse rent of Rs.100/- per tonne per day will be recovered from the 31<sup>st</sup> day following the date of confirmation of offer. If the purchaser fails to complete the formalities and effect delivery of the lots upto 45<sup>th</sup> day following the date of confirmation of the sale, the Security Deposit/balance purchase price will be forfeited and sale cancelled.
- 11 All goods sold subject to approval of ADC/PHO/PQ shall be referred to the respective authorities by MbPT for obtaining fitness of the goods within 30 calendar days following the date of intimation of acceptance of offer. In these cases, the purchaser shall make payment of 25% of the bid amount within 5 working days from the date of intimation of acceptance of offer subject to approval of ADC/PHO/PQ and the balance amount of 75% within 5 working days from the date of communication of approval of ADC/PHO/PQ. In case the fitness of the lot by the ADC/PHO/PQ is not communicated to the purchaser within 30 days from the date of confirmation of sale the purchaser will have an option to come forward and withdraw his offer any time from 31<sup>st</sup> day following the date of sale but before the date of intimation conveying the fitness of the lot by the ADC/PHO/PQ. In case the lot is certified as fit for human consumption and the purchaser fails to effect delivery on receipt of communication, the Security Deposit will be forfeited. However, in case the lot is certified as unfit for human consumption, the Security Deposit will be refunded to the purchaser.
- 12 To ensure that consignments of bulk drugs are sold to only actual users i.e. Manufacturers holding valid manufacturing license under Form 25 or 28 with valid permission for the usages of said bulk drugs in its formulations, the bidders should produce the following documents in original or copy duly certified by ADC, Mumbai to the Deputy Manager, Auction Sales upon confirmation of acceptance of offer subject to production of the said licence :
- 12[a] Copy of their licence for manufacturing the specific product duly certified by Asstt. Drug Controller, Mumbai for which offers are given.
- 12[b] In case of drug consignments such as Citric Acid, Propylene Glycol, Tartaric Acid, Glycerin, Sodium Saccharine, Potassium Permanganate etc., which may be found fit for medicinal use by the Asstt. Drug Controller, offers will be entertained from the actual users only and while giving the offers at the time of Auction they should fulfill the condition stipulated under condition No.12 above. The above drugs can be sold for non-medicinal use also subject to NOC from Asstt. Drug Controller. In this case, the actual users condition will not be applicable. The delivery of such lots will be given after obtaining NOC from Asstt. Drug Controller, after marking on the packages "NOT FOR MEDICINAL

- USE” and deletion of pharma standard, if any, on the packages in the presence of Asstt. Drug Controller’s representative. The purchaser shall have to give declaration that the material will be used for non-medicinal purpose only.
- 13 The lots consisting of food grains etc. which have been certified unfit for human consumption by the Port Health Officer and listed for sale as cattle feed shall be sold to the manufacturer of cattle feed registered with the FCI. In this case, successful bidders shall produce the original registration certificate with FCI to the office of the Deputy Manager, Auction Sales for verification prior to issue of Delivery Order. The purchaser shall also furnish an undertaking that the material will be used for cattle feed only after testing at his premises. In case the material is found unfit for cattle feed the same will be destroyed by the Purchaser at his own cost.
  - 14 All the goods sold by e-Auction sale shall lie at the risk of purchaser until the goods are removed.
  - 15 The Traffic Manager reserves the right to withdraw any lot or part thereof from sale including those sold subject to confirmation even though only confirmation of ADC/PHO/PQ or Fumigation will be pending at any time without assigning any reason.
  - 16 Sale of uncleared and unclaimed goods shall be subject to such other conditions as may be specified from time to time in accordance with the prevalent rules, regulations etc. applicable to the Mumbai Port Trust.
  - 17 The intending purchaser should inspect lots before making an offer and lots will be sold on ‘AS IS WHERE IS BASIS’. Once an offer is accepted purchaser will have to take delivery of the goods notwithstanding all the faults and flaws, if any, in the condition or description etc. of the goods irrespective of whether it was actually inspected or not. No selection or sorting whatsoever of the goods will be allowed. Qualities, sizes, measurements, numbers and weights stated are approximate. No sale shall be invalidated by reasons of any defects or faults in any of the lots or on account of lots being incorrectly described and no compensation shall be paid in respect of any such faults or errors in the description. No inspection of lot, which are sold and subsequently confirmed, shall be permitted under any circumstances unless full purchase price is paid.
  - 18 Temporary permits to enter the docks shall be issued from the office of the Deputy Manager, Auction Sales.
  - 19 Should the original purchaser, whose offer has been accepted wish to take delivery of the goods through a representative he must authorise by a letter of authority, which shall be presented to the Traffic Manager. Delivery by proxy will be at the purchaser’s own responsibility and risk and no claim shall lie against the Trustees on any account whatsoever if the delivery is taken by the



- wrong person.
- 20 No claim for damage or for losses of any kind will be entertained, on any account, whatsoever.
- 21 Purchasers offering for cotton yarn only will be required to submit certificates from the Textile Commissioner or any other competent authority to the effect that they are actual users. Since other yarn consignments are under OGL, actual user condition will not be insisted upon from the purchaser.
- 22 The successful bidder shall employ or engage his/their own personnel for taking delivery of lots purchased and shall keep MbPT fully indemnified against any claims whatsoever including for wages, injuries, compensation, death etc.
- 23 While removing materials, if any accident or damage to the property/life etc. arises by reason of any act of negligence/omission/default or non-compliance with any of the Terms and Conditions or statutory regulations or rules and regulations applicable within MbPT premises, on the part of the bidder's/his representative or employees resulting in death or injury to any persons or damages to the property of MbPT or any third party then in such an event the bidder will have to pay compensation to any such person including the employees of MbPT for such injury / for damage to person's property of such persons. The bidder shall in such an event keep MbPT indemnified from any demand, claims or proceedings made.
- 24 The rate of Octroi and Value Added Tax (VAT) are indicated in e-Auction sale list. Purchaser interested in buying the lots should carefully go through rates indicated against each lot and in case of any error / discrepancy in the VAT rate or the octroi rate the intended purchasers are requested to inform the office of the Deputy Manager, Auction Sales before commencement of bidding process on internet. No changes in the rate of tax will be entertained once the sale is concluded. Municipal Octroi and VAT wherever due are payable separately by the successful purchaser in addition to the purchase price. These amounts shall be paid at the time of payment of balance price.
- 25 Wherever the goods are sold on lot basis the delivery will be given as per prescribed units.
- 26 In case the containerised cargo lying in containers the delivery will be allowed to the purchaser under the supervision of MbPT Valuer and only material as per declaration will be delivered.



**ALPHABETICAL PREFIX ALLOTTED DURING THE LAST TEN YEARS**

<b>YEAR</b>	<b>ALPHABET PREFIX</b>
1999-2000	NN
2000-2001	PP
2001-2002	QQ
2002-2003	RR
2003-2004	SS
2004-2005	TT
2005-2006	AB
2006-2007	AC
2007-2008	AD
2008-2009	AE
2009-2010	AF

**PERCENTAGE OF DEPRECIATION ALLOWED IN RESPECT OF THE LOTS  
APPEARED FOR SALE ON THE 2<sup>ND</sup> AND 3<sup>RD</sup> OCCASION AS UNDER :**

<b>Occasion</b>	<b>Non Perishable Cargo</b>	<b>Perishable Cargo</b>
1	Original assessed value.	Original assessed value.
2	10% reduction.	25% reduction.
3	20% reduction.	50% reduction.
4 and onwards	Value same as of 3 <sup>rd</sup> occasion.	Value same as of 3 <sup>rd</sup> occasion

e-Auction is conducted by MbPT e-Auctioneer.

**LOCATION-WISE SALE LIST**

<b>SR. NO.</b>	<b>LOCATION</b>	<b>AREA</b>
1.	Indira Dock, Prince's Dock, Frere Basin	All the sheds and warehouses in Indira Dock, Victoria Dock, Prince's Dock, Frere Basin, Mallet Bunder, Wadi Bunder
2.	WINC/WCC/ 6 ACRE PLOT SNOP	All the sheds and warehouses in the outlying areas other than mentioned at Sr.1 and 3
3.	New Sewree W/H, Old Sewree W/H	Entire New Sewree Warehouse and Old Sewree Warehouse
4.	High Value Perishable & Time Sensitive Lots lying at the locations at Sr.1, 2 and 3	All the lots with assessed value of Rs. 25 lakhs and above are listed irrespective of the locations.

**MEMBERS OF SALE COMMITTEE AND THEIR POWERS**

The Sale Committee comprises of Deputy Docks Manager, Auction Sale, Deputy Chief Accounts Officer (DASB) and an officer from either Civil Engineering department or Chief Mechanical Engineering department or Materials Manager's department.

By T.R. No.41 dated 29.3.2004, the Sale Committee is empowered to accept offers above 75% of the assessed value furnished in sale list on each occasion and confirm the auction on the spot. The offers between 50% and 75% are accepted by the Sale Committee subject to the confirmation of the Board/Traffic Committee. Any offer below 50% received on the first 3 occasions is rejected. Only on the 4<sup>th</sup> occasion, the Sale committee is empowered to accept any offer subject to confirmation of the Board/ Traffic Committee.



***LIST OF T. R. S RELATING TO THE DISPOSAL OF  
UNCLEARED / UNCLAIMED CARGO LYING IN THE PORT***

Sr. No.	T.R. No.	Year	Subject
1.	699	1968	Allocation of sale proceeds of unclaimed abandoned and confiscated goods – a/c of sale no. 3 of 19/04/1962
2.	292	1973	Disposal of unconnected / unclaimed goods from the docks by public auction – creation of a post of Asstt. Accountant in Accounts Department
3.	269	1979	Procedure followed by Docks Department for disposal by sale of uncleared goods under Sections 61 & 62 of MPT Act 1963
4.	355	1979	Suits for recovery of deficits in Sale proceeds – Policy regarding
5.	134	1980	Review of steps taken for expeditious disposal of uncleared goods
6.	252	1981	Disposal of Docks-sweepings
7.	53	1984	Simplification of Sale procedure
8.	208	1984	Report of Trustees' Committee on Auction Sale
9.	244	1987	Sale of uncleared / unclaimed cargoes Authority to TM/ADM
10.	161	1989	Review of delegation of powers to Chairman, Dy. Chairman, HODs and other Officers
11.	211	1989	Disposal of uncleared cargoes – Simplification of procedure
12.	63	1990	Laying down amended policy regarding recovery of pre-confiscation charges from customs
13.	132	1990	Filing of Suits for recovery of deficit in sale proceeds – Policy regarding
14.	53	1991	Simplification of sale procedure
15.	71	1991	Disposal of Woolen / Synthetic rags
16.	134	1991	New procedure for Auction Sales introduced from 01/04/1991
17.	174	1991	Delivery of lots sold subject to confirmation to Importers
18.	193	1991	Registration of Bidders (Traders / Dealers) in the panel for sale of goods by limited Sealed Tender Sale System
19.	307	1991	Filing of Suits for recovery of deficit in Sale proceeds
20.	340	1991	Sale of Woolen rag consignments through limited Sealed Tender Sales – Registration of actual Users for Sale of -
21.	372	1991	Review of the procedure of sale of uncleared / unclaimed consignments
22.	37	1992	Disposal of uncleared goods – Walk in Tender Sale System – Further Sale procedure reforms
23.	57	1992	Substituted service of Summons in City Civil Court Suits
24.	109	1992	Dispsal of uncleared goods by Walk-in-Tender Sale System
25.	132	1992	Disposal of uncleared goods
26.	196	1992	Disposal of uncleared goods by Auction and walk-in Tender Sales
27.	254	1992	Withdrawal of Sale deficit Suits filed for claims below Rs. 50000/-
28.	291	1992	Simplification and Streamlining of Sale procedure

29.	434	1992	Filing and compromise of Suits
30.	468	1992	Destruction of lots Certified unfit
31.	699	1992	Sale of uncleared / unclaimed and abandoned goods – Limiting of demurrage to 6 months and withdrawal of Suits
32.	12	1993	Sale procedure
33.	54	1993	Sale procedure
34.	159	1993	Sale of uncleared / unclaimed and abandoned goods – Limiting of demurrage to 6 months and withdrawal of Suits
35.	246	1993	Sale of uncleared drugs and pharmaceutical items
36.	579	1993	Allocation of Sale proceeds - Limiting of demurrage to 6 months
37.	102	1995	Sale of uncleared cargo – Special Sale at New Frere Basin
38.	178	1995	Acceptance of offers
39.	209	1995	Acceptance of offers
40.	350	1995	Disposal of uncleared cargo – 13 <sup>th</sup> Special Sale held on 29.09.1995
41.	364	1995	Sale of uncleared cargo
42.	365	1995	Disposal of uncleared cargo – 14 <sup>th</sup> Special Sale held on 09.10.1995
43.	366	1995	Disposal of uncleared cargo – 15 <sup>th</sup> Special Sale held on 16.10.1995
44.	398	1995	Disposal of uncleared cargo – Special Sale held on 14.11.1995
45.	399	1995	Disposal of uncleared consignments Woolen / Synthetic rags
46.	436	1995	Disposal of uncleared cargo – 17 <sup>th</sup> Special Sale held on 21.11.1995
47.	472	1995	Disposal of uncleared cargo – 18 <sup>th</sup> Special Sale held on 12.12.1995
48.	15	1996	19 <sup>th</sup> Special Sale held on 21.12.1995
49.	45	1996	Disposal of uncleared cargo – 1 <sup>st</sup> Special Tender Sale No. X-5.held on 08.01.1996
50.	46	1996	Disposal of uncleared cargo – 2 <sup>nd</sup> Special Tender Sale No. 7-D.held on 16.01.1996
51.	208	1997	Sale of uncleared / unclaimed and abandoned goods – Limiting demurrage to 6 months and acceptance of Compromise decrees
52.	272	1997	Disposal of uncleared cargo Special Sale on 08.08.1997
53.	275	1997	Disposal of uncleared cargoes
54.	301	1997	Disposal of unclaimed / uncleared cargoes
55.	302	1997	Disposal of uncleared cargo - Special Sale held on 08.08.1997
56.	358	1997	Disposal of uncleared / unclaimed cargo
57.	24	1998	Sale of uncleared / unclaimed cargo under revised procedure – Public Tender / Auction Sale No. 10 held from 29/12/1997 to 01/01/1998
58.	72	1998	Disposal of uncleared / unclaimed cargo landed in Jan. 1997 and thereafter – revised procedure
59.	150	1998	Disposal of uncleared / unclaimed cargo pertaining to period upto 31.12.1996 – remaining lots
60.	151	1998	Disposal of uncleared / unclaimed cargo landed in Jan. 1997 and thereafter
61.	124	2001	Disposal of uncleared / unclaimed cargo proposed revision in Sale procedure

62.	44	2003	Implementation of e-Auction system for Sale of uncleared / unclaimed cargo and capital / non-capital items
63.	112	2003	Withdrawal / compromise of Suits – Board's Confirmation thereof
64.	41	2004	Review of E-Auction for disposal of uncleared cargo
65.	83	2004	E-auction for disposal of uncleared cargo
66.	144	2004	Request of Importers / Exporters / CHAs for grant of time for clearance of goods sold subject to confirmation
67.	55	2005	Directions of the Supreme Court Monitoring Committee (SCMC) for final disposal of hazardous waste (Nickel Waste) lying at MBPT
68.		2005	Shortlisting of E-Auctioneer
69.		2005	Acceptance of lowest offer of tenderer to get appointed as a Auctioneer for disposal of uncleared cargo.
70.	9	2007	Revision in e-Auction procedure.
71.	50	2008	Revision of percentage of sale expenses to be allocated out of sale proceeds from 21% to 35%.
72.	164	2008	Formation of Dy. Chairman Committee for confirmation of Lots of which assessed value is less than Rs. 50,000/-.

**SALES BRANCH****LIST OF DOCUMENTS**

chapter	Sr. No.	Document	Catalogue / Index No.	
Part – I PRE-SALE				
1		U/C SECTION		
	1	U/C List	TM/SW/UClst/	2005-06
	2	U/C Index	TM/SW/UCIndex/	2005-06
2		NOTICE SECTION		
	3	Notice Of Sale to Consignees / Vessel Agents / Slot Agents / CHAs	TM/SW/NTC/Sale No/	2005-06
	4	Sale List	TM/SW/Sale List No/	2005-06
	5	Inventory / Assessment Sheet	TM/SW/INV/	2005-06
	6	Market Survey report	TM/SW/V.O./Group No. /Lot No./	2005-06
	7	Statement showing group-wise allotment of lots	TM/SW/VAL/	2005-06
	8	Final Notice Of Sale	TM/SW/F.NTC/Auction No. /	2005-06
	9	First Notice to various Associations (9) regarding Sale of the cargo	TM/SW/NTC.ASSC/Sale No. /	2005-06
	10	Notice to various Associations (9) of the port users alongwith e-auction list	TM/SW/NTC.ASSC/e-Auction No. /	2005-06
3 & 4		INVENTORY / VALUERS SECTIONS		
	11	Sample testing reports received from customs	TM/SW/VAL/Sample Test/	2005-06
	12	B/E Format to customs	TM/SW/PRG/BE Format/ Sale No. /	2005-06
	13	Advertisement in newspaper	TM/SW/PRG/ADV/	2005-06
	14	Gazette Publication	TM/SW/PRG/GAZ/	2005-06
5		PROGRAMME SECTION		
	15	Format for listing the lots	TM/SW/PRG/Lot Listing/	2005-06
	16	E- Auction List	TM/SW/PRG/e-Auction No. /	2005-06
	17	Format for display of corrections in the e-Auction list	TM/SW/PRG/Corrections/	2005-06
6		WITHDRAWAL SECTION		
	18	Withdrawal Form	TM/SW/WDL/	2005-06

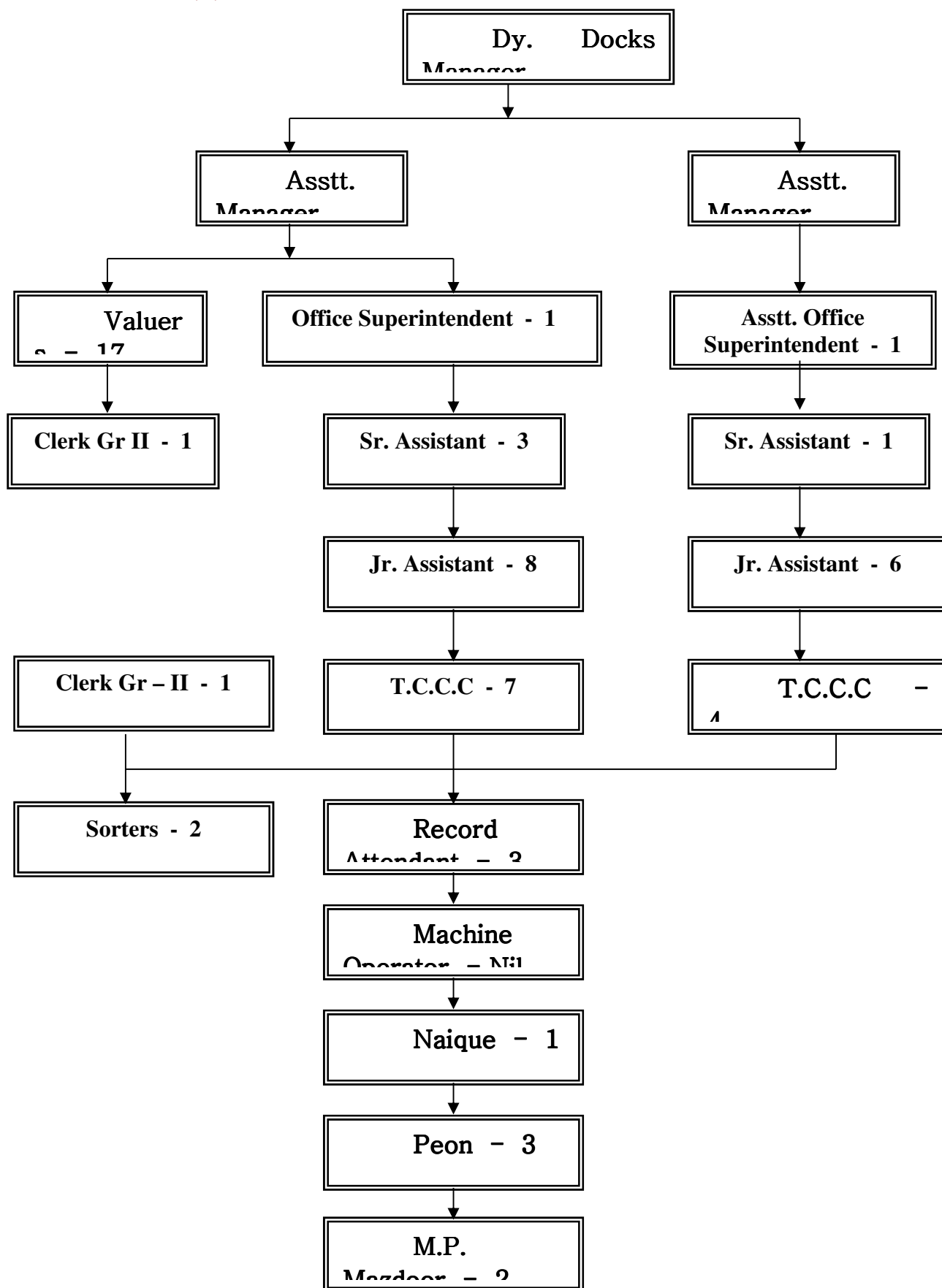


8	19	'A' Form-Clearance by importer	TM/SW/WDL/'A' Form/	2005-06
	20	'E' Form-Shifting/destuffing of the cargo/containers	TM/SW/ACCT/'E' Form/	2005-06
		<b>ACCOUNTS SECTION</b>		
	21	'B' Form-Clearance by purchaser	TM/SW/ACCT/'B' Form/	2005-06
	22	'D' Form-Sold but not cleared by purchaser	TM/SW/ACCT/'D' Form/	2005-06
	23	Bid Sheet	TM/SW/ACCT/Bid Sheet/	2005-06
	24	Bid History	TM/SW/ACCT/Bid History/	2005-06
	25	Intimation to the successful Bidder	TM/SW/ACCT/Sale No. /	2005-06
	26	Statement of Lots sold subject to confirmation by the Board of Trustees	TM/SW/ACCT/Proposal	2005-06
	27	Results of e-auction	TM/SW/ACCT/e-Auction Result/	2005-06
	28	Intimation letter to CHA Association regarding lot sold subject to confirmation	TM/SW/ACCT.ASSC/Sale No.	2005-06
	29	Results of lots confirmed by Traffic Committee	TM/SW/ACCT/TC Results/	2005-06
	30	Remittance Slip	TM/SW/BK/Rem.Slips/	2005-06
	31	Delivery Order	TM/SW/ACCT/D.O./	2005-06
	32	Letter to Sr. Accounts Officer, DASB for verification of bills for advertisement in newspaper / gazette	TM/SW/ACCTS/ADV-Bills/	2005-06
	33	Letter to Book Keeper for issuance of newspaper and gazette bill amount	TM/SW/ACCTS.BK/ADV-Bills/	2005-06
	34	Format for Traffic Manager's sanction where the amount of advertisement above Rs. 10000/- for gazette	TM/SW/ACCTS/Bills/ SANCTION/	2005-06
	35	Letter to Incharge, Valuer for furnishing the reason for shortage in weight	TM/SW/ACCTS/RV/ Shortage/	2005-06
	36	Intimation letter to the purchaser for clearance of the lot which have been certified as fit for human consumption by ADC / PHO	TM/SW/ACCT/Lot Clearance/ No/	2005-06
	37	Letter to Sr. Accounts Officer, DASB for refund of shortage in weight	TM/SW/ACCT/Lot Refund Shortage/ No/	2005-06

	38	Advice to Book Keeper for refund of Security Deposit of rejected lots	TM/SW/ACCT.BK/Sale No./S.D. Refund/	2005-06
	39	Intimation letter to the purchaser regarding withdrawal of offer and refund of security deposits	TM/SW/ACCT/Sale No./ WDL Offer/	2005-06
	40	Advice to Book Keeper regarding withdrawal of offer by the purchaser and refund of security deposit	TM/SW/ACCT.BK/SALE NO./WDL Offer/	2005-06
	41	Sale-wise summary of Sale proceeds / Octroi / VAT	TM/SW/ACCT/Summary/	2005-06
	42	Summary of finalization of Sale accounts	TM/SW/ACCT/e-Auction No./Sale Account/	2005-06
	43	Annual returns of disposal of Hazardous Waste cargo	TM/SW/ACCT/ HAZ.Waste/	2005-06
	44	Intimation letter to importer, Vessel Agent, CHA reg. Sale of cargo	TM/SW/ACCT.INTM/e-Auction No./Lot No. /	2005-06
9		<b>DESTRUCTION SECTION</b>		
	45	'C' Form-destruction of cargo	TM/SW/DST/'C' Form/Lot No/	2005-06
	46	Letter to PHO/ADC/PQ for fitness/unfitness of the cargo	TM/SW/DST/PHO/ADC/PQ/ Lot No/	2005-06
	47	Recovery advice of destruction charges address to Dy. Manager Cargo Accountal	TM/SW/DST/Recovery/Lot NO/	2005-06
	48	Intimation of destruction of unfit lot to the concerned authorities	TM/SW/DST.UNFIT LOT / ADC / PHO/PQ / Lot No	2005-06
	49	Letter to Asstt. Collector Of Customs/PHO for certification of mutilation and fumigation	TM/SW/DST.Mutilation/PHO /Lot No/	2005-06
	50	Monthly statement of lots destroyed	TM/SW/DST/Monthly Statement/	2005-06
10		<b>CONFISCATION SECTION</b>		
	51	Request letter to CDO for furnishing the details of custom-confiscated cargo/consignments	TM/SW/CONF/ CDO/	2005-06
	52	C-2A Case opening form	TM/SW/CONF/ C2A/	2005-06
	53	Request letter to the concerned shed/ Ware House for furnishing the details of area occupied by the confiscated cargo its weight and removal/clearance particulars	TM/SW/CONF/ AREA	2005-06
	54	Intimation to Bills Supervisor , OSC for billing of pre/post confiscation charges	TM/SW/CONF/ Billing/	2005-06

	55	Form for clearance of confiscated cargo sold by customs, to be filled in by the concerned Shed Supdt.	TM/SW/CONF/ CLEARANCE/	2005-06
	56	Working sheet of Port Trust charges	TM/SW/CONF/ WORKING SHEET/	2005-06
<b>PART – II POST – SALE</b>				
11		<b>ALLOCATION SECTION</b>		
	57	Allocation Sheet	TM/SW/Allocation/Bill/SALE NO/	2005-06
	58	Summary Of Sale Allocation	TM/SW/Allocation/SALE NO/	2005-06
	59	Summary Of Sale Proceeds	TM/SW/Allocation/SALE PROCEEDS/	2005-06
12		<b>SUIT PROPOSAL / COURT MATTER / REFUND / WRITE OFF PROPOSAL SECTION</b>		
	60	Demand Notice	TM/SW/Post Sale.Demand Notice /e-auction No. / Lot No. /	2005-06
	61	Final Demand Notice	TM/SW/Post Sale/F. Dem. Not./e-auction No. / Lot No. /	2005-06
	62	Request letter to CDO for confirming lodgements of Bill of lading / ADO	TM/SW/Post Sale/ B.L./A.D.O.,/	2005-06
	63	Letter to Book Keeper for receiving payment of sale – deficit	TM/SW/Post Sale-Sale Deficit/e-auction No. / Lot No.	2005-06
	64	Letter to Book Keeper for adjustment of Refund Voucher	TM/SW/Post Sale/BK/Refund/	2005-06
	65	Request letter to CDO for furnishing details of consignment viz out turn position, lodgement of Bill of lading/ ADO	TM/SW/Post Sale / CDO / Outturn /	2005-06
	66	Request letter to all departments /sections for confirming outstanding dues against the party who claims refund of surplus sale proceeds	TM/SW/Post Sale / Refund / Intimation / Lot No	2005-06
	67	Refund Voucher for surplus sale proceeds	TM/SW/Post Sale/R.V./Lot No./	2005-06
	68	Intimation letter to the party for collection of refund of surplus sale proceeds	TM/SW/Post Sale / Refund / Surplus / Lot No	2005-06
	69	Stamp receipt for collection of Surplus Sale proceeds	TM/SW/Post Sale / Refund / Stamp Receipt / Lot No.	2005-06
	70	Request letter to Revenue Audit for transfer of deposit amount paid by the importers for withdrawal of cargo from sale	TM/SW/Post Sale/Refund/Transfer of Deposit/Lot No./	2005-06

13		<b>MISCELLANEOUS SECTION</b>		
	71	Monthly statement to Customs of lots disposed of and balance to be disposed of	TM/SW/Custom/Monthly Statement/ Balance Cargo/	2005-06
	72	Monthly statement of disposal of uncleared/unclaimed cargo, lots under Customs, Court Police Action, Hazardous Wastes lots to Additional Docks Manager.	TM/SW/Customs/Monthly Statement/Customs Detained/	2005-06
	73	Monthly action taken report on references received from Chairman to Traffic Manager.	TM/SW/Gen./ATR/Monthly	2005-06
	74	Monthly report regarding leave / absense to Dy. Manager (General).	TM/SW/Staff/Monthly	2005-06
	75	Monthly report regarding pending correspondance to Traffic Manager.	TM/SW/Gen./Pending correspondence/monthly/	2005-06
	76	Quarterly report regarding declaration of Personal Cash by staff to Dy. Manager (General).	TM/SW/Anti Corruption/Quarterly	2005-06
	77	Monthly report regarding disposal of references received from VIP to Dy. Manager (General).	TM/SW/GEN/VIP/Monthly	2005-06
	78	Monthly report regarding expenditure on overtime to Dy. Manager (General).	TM/SW/GEN/OT Expenditure/Monthly	2005-06
	79	Quarterly statement of Customs Duty allocation and Rental Outstanding against Customs.	TM/SW/Custom Duty/Rental/Quarterly	2005-06
	80	Monthly report regarding public grievances to Dy. Manager (General).	TM/SW/Public Grievances/Monthly	2005-06
	81	Yearly departmental report regarding disposal of cargo to Traffic Manager.	TM/SW/DEPT-REPORT/Yearly	2005-06
	82	Quarterly report of correspondence in Hindi to Dy. Manager (General).	TM/SW/HINDI/ Quarterly/	2005-06

*(i) ORGANISATIONAL CHART OF AUCTION SALES BRANCH*

**(ii) REVISED SCHEDULED STRENGTH OF SALES BRANCH**

(Ref.: TM/ZE/6-147/6645 of 2004-05 dated 15.10.2004)

<i>INDOOR STAFF</i>		
<i>CATEGORY</i>		<i>CLASS</i> III/IV
OFFICE SUPERINTENDENT	1	III
ASSTT.OFFICE SUPERITENDENT	1	III
SR.ASSTT.	4	III
JR.ASSTT.	14	III
T.C.C.C.	11	III
JR.CLERK	1	III
RECORD ATTENDANT	3	IV
NAIQUE	1	IV
PEON	3	IV
TOTAL	<b>39</b>	
<i>OUTDOOR STAFF</i>		
VALUERS	17	III
CLERK Gr.II	02	III
SORTERS	02	III
M.P.MAZDOOR	02	IV
TOTAL	<b>21</b>	



*(iii) DUTIES OF DEPUTY MANAGER, AUCTION SALES*

1.	Overall supervision of Sales Branch.
2.	To Monitor timely preparation of sale list and completion of presale formalities.
3.	To monitor timely valuation/inventory of the lots by the valuers.
4.	To monitor timely payment of value added tax/octroi/service tax.
5.	Timely finalisation of proposals in respect of lots sold STC.
6.	To monitor finalisation of annual contracts for removal of discarded wooden packing material & e-auctioneer
7.	To monitor attendance of court cases pertaining to pre-sales & post sales by Assistant Managers.
8.	To monitor timely billing of pre & post confiscation charges by Bills Branch.
9.	To monitor timely finalisation of sale Accounts.
10.	To monitor finalisation of suit proposals for recovery of sale deficits/write off.
11.	To ensure quick replies to Audit/RAO's queries/VIP references.
12.	To co-ordinate with custom authority for expeditious disposal of confiscated consignments/issuance of release orders - NOC's
13.	To co-ordinate with other department –F.A.&C.A.O., C.L.O.& A. & Secretary for expeditious finalization of proposals.
14.	To co-ordinate with Dy.Manager C.F.S. & Dy. Manager Cargo Accountal for upkeep of uncleared/unclaimed lots lying in Docks/C.F.S./ the lot sold to the purchasers pending clearance by them.
15.	To attend to any other issues entrusted by the superiors.

*(iv) DUTIES OF ASSTT. MANAGER, SALES*

The following duties will be performed by the ASSTT. MANAGER, SALES I & II.

*Asstt. Manager, Sales I.*

1.	To ensure timely preparation of sale list tender/auction list and completion of pre-sale formalities.
2.	To monitor timely valuation of lots by the Valuer and verification of valuation sheets and DV sheets.
3.	To deal with matters relating to Sales Tax and Octroi.
4.	To ensure display of withdrawal of lots from sale and corrections in the Tender/Auction List, if any.
5.	Issuance of NOCs to the Importers/CHA for delivery of carge

6.	To exchange correspondence with ADC/PHO/PQ and destruction of unfit lots.
7.	To prepare proposal in respect of lots sold STC.
8.	To Issue delivery orders to the purchasers.
9.	To attend court cases pertaining to pre-sale matters.
10.	To ensure expeditious transfer of lot files of sold lots to Post Sale section.
11.	To process annual contracts in respect of disposal of metallic packing material and wooden pallets.
12.	To maintain statistics of lots listed/sold.
13.	To attend to the matters pertaining to rhesograph machine.
14.	To reply to the Audit queries.
15.	To attend to any other matter as and when assigned.

***Asstt. Manager, Sales II.***

1.	To exchange correspondence with Customs, Importers, Exporters and CHAs.
2.	To process refund of surplus sale proceeds.
3.	To process refund on account of short delivery.
4.	To Issue NOCs to the importer and CHAs for delivery of cargo.
5.	To Issue of delivery orders to the purchasers.
6.	To attend to Court cases pertaining to Post Sale matters (recovery of sale deficit) and giving evidence in connection with these cases.
7.	To bill pre and post confiscation charges.
8.	Finalisation of sale account.
9.	To finalise write-off proposals.
10.	To finalise suit proposals for recovery of sale deficit.
11.	To monitor the functioning of the computer section.
12.	To attend to any other matter as and when assigned

**N.B.:** ELABORATE DISCRPTION OF DUTIES OF THE STAFF ARE MENTIONED IN THE RESPECTIVE CHAPTERS





### III

TELEPHONE Nos./ FAX No. OF OFFICERS,  
O.S./A.O.S. AND VARIOUS SECTIONS  
OF THE SALES BRANCH

SR. NO.	OFFICER/SECTION	TELEPHONE NOS.		FAX NO.
		EPABX	DIRECT	
1.	DY. MANAGER, AUCTION SALES.	5140	22 61 3154 66 56 5140	22695169
2.	ASSTT. MANAGER, SALES (I)	5131	22 61 8474 66 56 5131	--DO--
3.	ASSTT. MANAGER, SALESS(II)	5132	66 56 5132	--DO--
4.	OFFICE SUPDT.	5135	66 56 5135	--DO--
5.	ASSTT. O. SUPDT. (POST SALES)	5242	66 56 5242	--DO--
6.	VALUERS' OFFICE	5385 5165	22 69 1569 66 56 5385 66 56 5165	--DO--
7.	COMPUTER SECTION	5168	66 56 5168	--DO--
8.	VALUER'S (SPECIAL DUTY) ROOM	5133	66 56 5133	--DO--
9.	COURT CLERK & RECORD ROOM	5136	66 56 5136	--DO--

# OSC MANNUAL

## TELEPHONE AND FAX NUMBERS

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<b>DY. DOCKS MANAGER, O.S.C.</b>	<b>022 2261 2116 (Direct)</b> 022 6656 5318 <u>022 6656 5124 (FAX)</u>
<b>BILLS SUPERVISOR, O.S.C.</b>	<b>022 6656 5123</b>
OFFICE SUPERINTENDENT/ ASSTT. OFFICE SUPERINTEDENT. C.B.S.	022 6656 5122
BOOK KEEPER, O.S.C. ASSTT. CASHIER, O.S.C.	022 6656 5499
OFFICE STAFF BANK GUARANTEE, VESSEL/BARGE BILLING SERVICE TAX, RENTAL/MISC. BILLING	022 6656 5128
OFFICE STAFF PAYMENT SECTION	022 6656 5317
OFFICE STAFF LEDGER SECTION	022 6656 5121
ASSTT. SHED SUPDT. STAMP DUTY/ OFFICE STAFF M.O.T. SECTION	022 6656 5167

## RESPONSIBILITIES

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**1. Dy. Docks Manager, O.S.C.**

He is Administrative Controller of the Centralised Billing Section.

**2. Bills Supervisor**

He is responsible for the billing within 8 days of sailing of vessel and recovery of vessel/barge related charges and MOT wharfage.

**3. Office Superintendent**

He is responsible for the administration and smooth working of CBS.  
He is In charge of the staff working under him.

**4. Assistant Office Superintendent**

He is accountable for rendering of bills / processing of refunds within the prescribed time limit.

**5. Sr. Assistant**

Sr. Assistants are sectional incharge and are accountable for smooth working of respective sections.

**6. Dealing Clerk**

To ensure timely rendering of Bills & prompt services to the Vessel Agents and other parties.

**REVISED SCHEDULE STRENGTH  
AS ON 01.03.2006.**

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**CENTRALISED BILLING SECTION**

**CLASS III**

1)	OFFICE SUPERINTENDENT		01
2)	ASSTT. OFFICE SUPDT.	01	
3)	SR. ASSISTANT		06
4)	JR. ASSISTANT		11
5)	JR. CLERK		01
6)	TYPIST-CUM-COMPUTER CLERK		13

**CLASS IV**

1)	RECORD ATTENDANT		02
2)	NAIQUE		01
3)	OFFICE PEON		03

**BOOK KEEPER'S SECTION**

**CLASS III**

1)	ASSTT. OFFICE SUPDT.	01	
2)	SR. ASSISTANT		01
3)	JR. ASSISTANT		02

**CLASS IV**

1)	BILLS RECEIVER	01	
2)	HAWALDAR	01	

## **INTRODUCTION**

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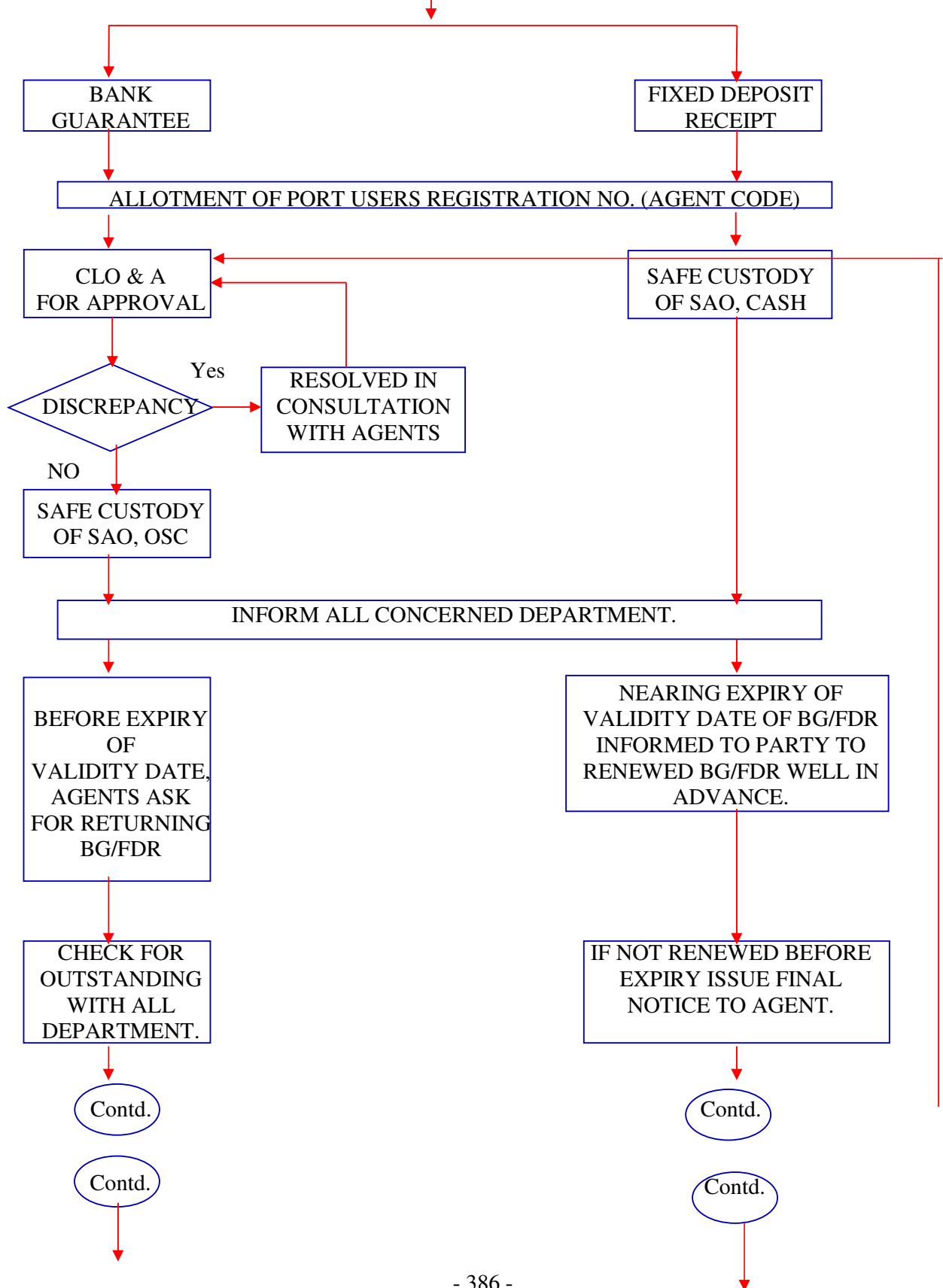
The Chairman and the Board of Trustees of Port of Mumbai believe in providing efficient services to the Shipping Agents and Port Users.

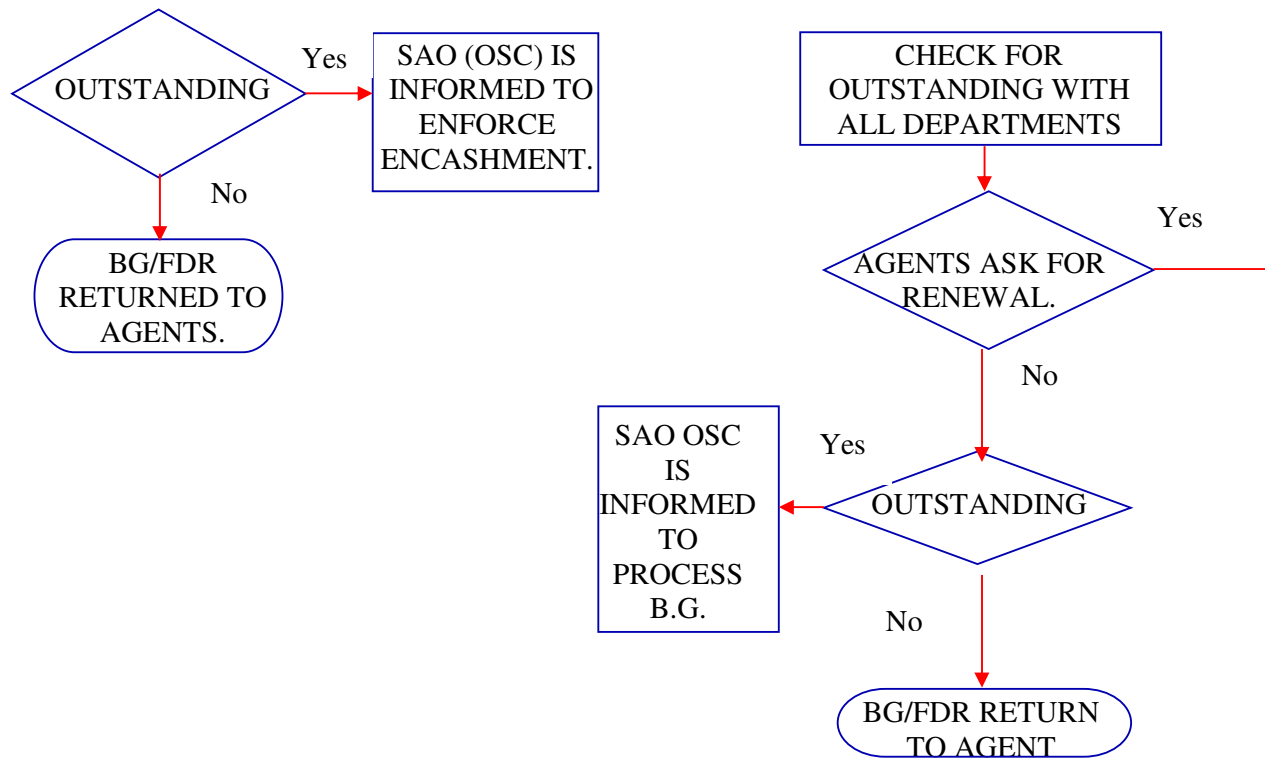
Accordingly the billing cell has been developed at Centralised Billing Section, O.S.C. where all services pertaining to billing and payment have been rendered under single roof.

### **MAJOR FUNCTIONS OF CENTRALISED BILLING SECTION**

1. Billing and recovery of vessel/barge related charges under section IV, VI & IX of Docks Scale of Rates.
2. Recovery of wharfage charges towards POL/NON POL products handled at MOT/Pir Pau under MOT Scale of Rates.
3. Recovery of Rentals on various Mb.P.T. lands allotted to Govt./Non-Govt. Agencies on long/Short Lease basis.
4. Recovery and Payment of Service tax and Education Cess on various services rendered at CBS-OSC.
5. Recovery of Stamp Duty on Import Delivery effected through other CFS including JNPT.

## FLOWCHART OF BANK GUARANTEE SECTION







## **PROCEDURE INVOLVED IN BANK GUARANTEE SECTION**

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1. Vessel Agents desirous to avail Port related services are required to execute Bank Guarantee/Fixed Deposit Receipt of Rs. Two Lakhs drawn in the name of Trustees of the Port of Mumbai in the prescribed format issued by this office (Ref. DKS/CBS/FO/01 & DKS/CBS/FO/02) to cover shortfall arising out of services scheduled to be availed towards their vessels. Alongwith bank guarantee / FDR, they are required to submit Memorandum, Articles of Association, Partnership Deed, letter of authorisation, terms of agreement reached with their line operators/Power of Attorney and other relevant documents to register themselves with the Port. The Bank Guarantee should be executed on Rs.100/- non judicial stamp paper and Rs.500/- non-judicial stamp paper in case of Partnership Deed or Proprietorship Firm issued by any scheduled bank appearing in second schedule of the Reserve Bank of India having its branch in the Port city and should have validity period in the range of 18 months to 36 months.
2. The Vessel Agents desirous to operate on more than one container operations line should execute separate Bank Guarantee / FDR for Rs.2,00,000 for each line. Ref : DKS/CBS/FO/01; DKS/CBS/FO/02
3. Vessel Agents engaged in handling only coastal vessels are permitted to lodge B.G. FDR of Rs.50000/-. Ref : DKS/CBS/FO/01; DKS/CBS/FO/02
4. Bank Guarantee alongwith relevant documents submitted is scrutinized and the Agent's name is registered as a shipping agent by allocating Agent Code(Registration No.).
5. Original FDR is forwarded to the Sr. Accounts Officer (Cash) for Safe Custody if Lodged by the Port User in lieu of B. G. Concerned department are also informed accordingly.
6. Once Bank Guarantee duly executed alongwith relevant documents submitted, the same is scrutinized and sent to CLO & A for verification and approval. Ref: DKS/CBS/FO/04
7. The Chief Law Officer & Advocate on verification of the documents, returns the bank guarantee duly approved. In the event of any discrepancies communicated, the same are resolved by making back references to the Vessel Agents and bank guarantee is got approved. Ref : DKS/CBS/FO/05

8. The duly approved B.G sent by CLO & A is sent to Sr. Accounts Officer, OSC for its safe custody and Officers concerned of the respective departments are informed of the same with a view to render for related services to vessel agents/stevedores. Ref : DKS/CBS/FO/06
9. Validity period of B.G./FDR is monitored and vessel Agents are informed to undertake renewal well in advance. Ref : DKS/CBS/FO/07
10. If BG/FDR is not renewed before its expiry period, Vessel Agents are issued final notice and offices of the department concerned are informed to confirm outstandings, if any, against the agents. Ref : DKS/CBS/FO/08 & DKS/CBS/FO/09
11. If any outstandings are reported, the Sr. Accounts Officer, OSC, in whose custody the B.G. remains is informed to process encashment and credit proceeds to the extent due to Port Trust account. Ref. : DKS/CBS/FO/22
12. If any agent desires to discontinue operations and requests to return the Bank Guarantee on written application, the procedure detailed above to confirm outstanding is followed. Ref: DKS/CBS/FO/10 and if there are no outstanding, the BG is collected from Sr. Accounts Officer, OSC and the same is returned/handed over to the applicant on obtaining due acknowledgement. In case of FDR Sr. Accounts Officer (Cash) is requested to return the same to the party. Ref.: DKS/CBS/FO/65; DKS/CBS/FO/66.

## **PROCEDURE INVOLVED IN PAYMENT SECTION**

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- 1) Before arrival of the vessel, the agent lodges the advance deposit in the self assessed format (Ref :DKS/CBS/FO/11) for vessel related charges. The agent furnishes the particulars of the vessel such as
  - i. G.R.T.
  - ii. Period of stay in Docks
  - iii. Foreign/Coastal etc. in prescribed form. On the basis of this information vessel related charges are worked out first in dollar and then converted into rupees, on the basis on the conversion rate declared in the newspapers. Then the Agent makes the payment at SBI Ext. counter at this office. Immediately the bank accepts the payment.
- 2) On overstay of the vessel the charges are worked out and immediately intimated to the Agents by Fax or on Telephone. If the Agent is unable to make payment within stipulated period, the interest thereon is also worked out and it is recovered at this end.
- 3) Container related deposits are verified with reference to monthly exchange rate on the 1<sup>st</sup> of every month. (Ref : DKS/CBS/FO/12)
- 4) If there is a shortfall in the deposit of Container Related Charges, the interest thereon is worked out and recovered at this end.
- 5) Charges on Barges are also worked out like Vessel related charges and recovered at this end.
- 6) Cheques / Pay Orders of MOT Wharfage charges, Stamp Duty under N Form facility and Octroi charges thereon on POL / Non-POL discharged at Pir Pau / Jawahar Dweep are also accepted at this end. Thereafter that account will be finalized and sent to Audit section for verification.
- 7) MOT Bills are adjusted under N Form System and forwarded to the Revenue Audit Branch on the same day.

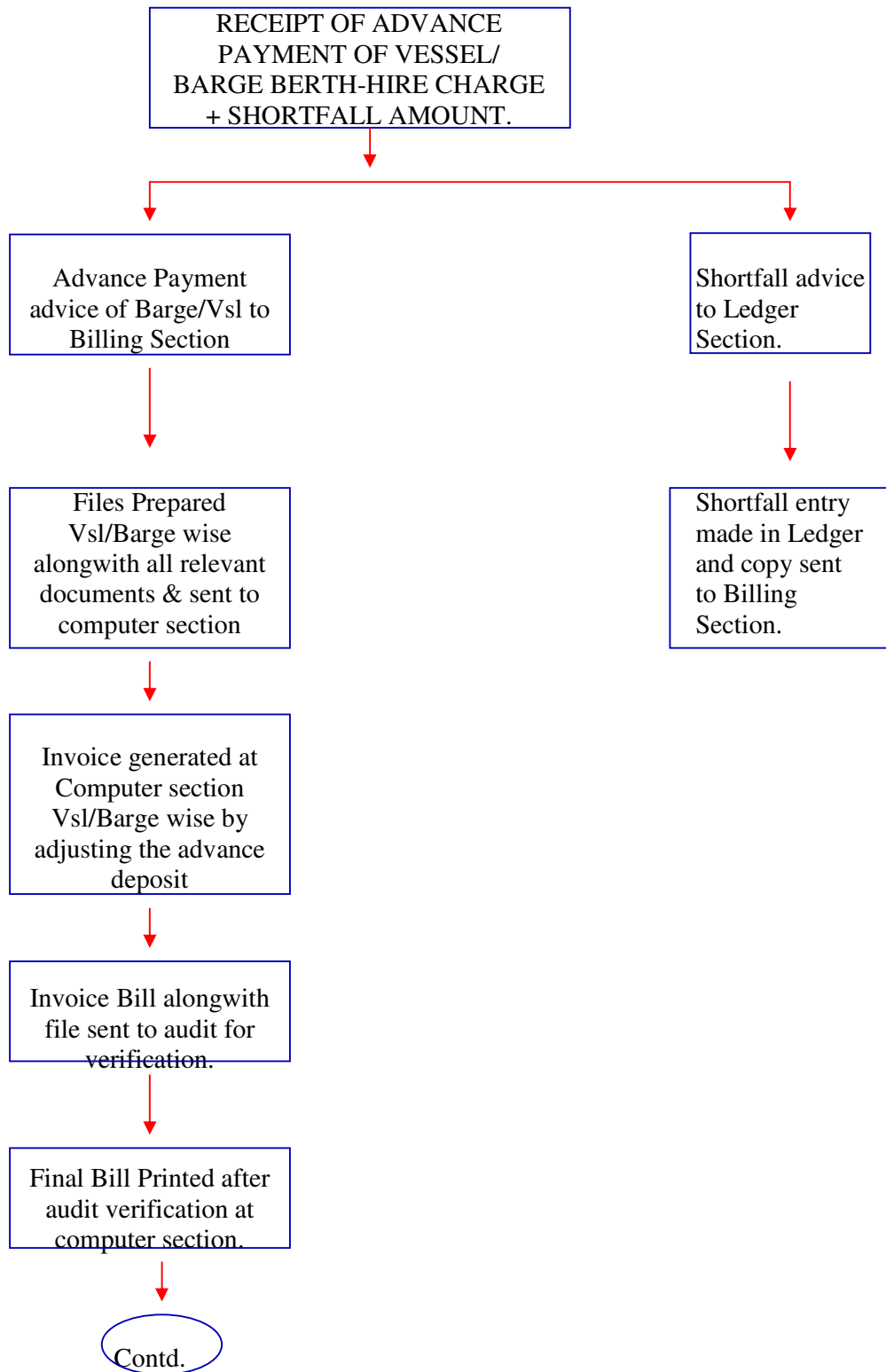
- 8) Monthly statement showing the Service Tax debited is to be forwarded to the Revenue Audit Branch, Copy of which are to be forwarded to the Asstt. Cashier , O.S.C and also to the Cash Supervisor, I.D.
- 9) Daily Receiving of Vessel List generated from I.D and P & V Offices.
- 10) Preparation of daily Shortfall and Overstay statements related to the Vessels on the basis of the Vessel List received.
- 11) The daily shortfall and overstay statement so prepared is forwarded to the Dy. Manager, O.S.C, Bills Supervisor, Dy. Manager, I.D, Dy. Manager, Cargo Accountal and Berthing Assistant, I.D.
- 12) Preparation of daily statement regarding the payment received under various GLC codes.
- 13) Receiving payments from the various parties relating to the Berth Hire charges by making entries in the Register prepared separately for vessels, containers and barges. Ref : DKS/OSC/FO/11(Vessel & Barges) & DKS/CBS/FO/12 (Container)
- 14) Feeding of the PDRs/Payment advice in the Computer(IPOS).
- 15) Receiving of PDRs from SBI alongwith the Bank statement.
- 16) Confirmation of the PDRs in the Computer (IPOS) as per the Bank statement.
- 17) The daily payment received relating to Vessels and Barges is to be sent to I.D. Office through Fax by preparing a statement on the same evening.
- 18) Despatch of the PDRs/payment advice to the concerned sections such as Container, C.B.S, Billing Section, Ledger Section etc.

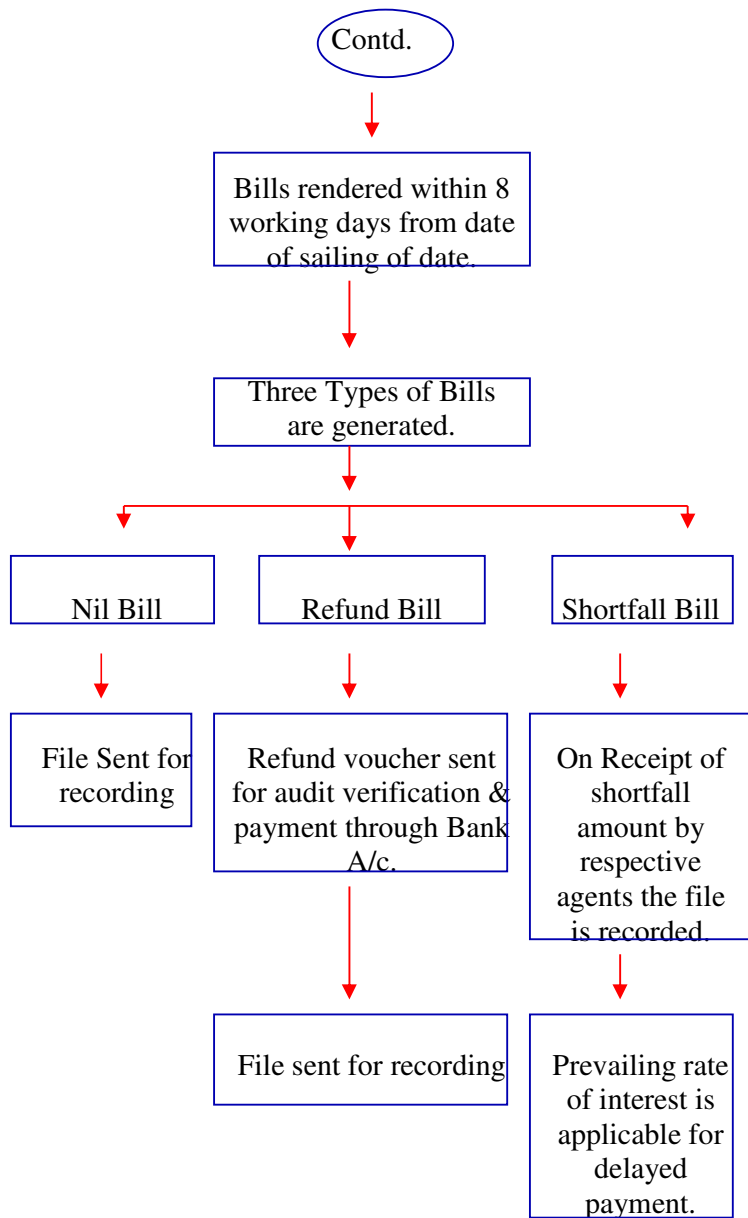
## **PROCEDURE INVOLVED IN COMPUTER SECTION**

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1. In case of Vessel/Barges Billing, the agents obtain unique identification number known as Vessel Call Number (VCN) from Asstt. Harbour Master (Port Dept.). This computer (IPOS) generated VCN is given to the agents for payment of advance deposit of berth hire charges (Ref :DKS/CBS/FO/11). On the basis of this VCN Vessel related Advance deposit are recovered at the Payment section (Ref :DKS/CBS/FO/11)
2. After all necessary formalities are completed with the billing section, files containing all the necessary documentation required for billing of berth hire charges for vessels/barges are forwarded to this section. After verifying the data entry made in the IPOS system by the Sectional Shed Staff, where vessel/Barge actually took berth, shall forward their shed reports. On the basis of the shed data entry, an invoice (Bill) is prepared and forwarded alongwith the file to the Billing clerks for verification of correctness of the Bill. Thereafter the files are forwarded to FA&CAO department for audit verification. After audit verification, necessary changes (if any) are made in the IPOS data entry, bills are finalized and printouts are generated. These finalized bills are incorporated in the Bills Rendered Report (Ref : DKS/CBS/FO/57).
3. Apart from the principal vessel/barge related bills, Interest bills for vessel/barge related charges are also prepared and forwarded to the audit branch for verification. After verification, and incorporating necessary changes, the interest bills are generated.
4. Tracking and confirming that the bills are rendered as per the ISO norms are done at the Computer Section.
5. Various statistical reports are submitted from the computer section. Viz accounting GLC wise revenue billed/earned, Location wise, No. of vessels arrived/Locations etc., are prepared, and any other report based on specific parameters to enable to furnish requisite information to be submitted to Business Development Cell, Head of Departments, as well as Ministry.

## **FLOWCHART SHOWING BILLING OF VESSEL/BARGE RELATED CHARGES**





## **PROCEDURE INVOLVED IN BILLING OF VESSELS/BARGE RELATED CHARGES**

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1. PDRs received from payments section are noted in PDR status registers of vessels and barges and forwarded to incharge of vessels/barges billing to initiate preparation of bills.(Ref: DKS/CBS/FO/20)
2. A Master monitor (Ref: DKS/CBS/FO/21) for vessels berthed in Indira Dock and P & V Docks is maintained by the Incharge of billing section to observe that bills are being rendered to the port users within 07 days of sailing of vessel. The activity to bill vessel related charges commences with the recording of vessel's date of sailing as shown in the shipping Analysis Report received from Dock Master, ID/P & V. (Ref: PORT/NAV/FO-23)
3. Once the shipping analysis report is noted in master monitor, PDRs of those vessels which are sailed out from the berth are connected with billing advices received from the various workpoints in the Docks in prescribed formats as per requirement of this office i.e. Yes / No form (Ref: DKS/CBS/FO/23) Gear certificate (Ref: DKS/CBS/FO/24), idle labour extract (Ref: DKS/CBS/FO/25), overtime statement (Ref: DKS/CBS/FO/26), Landing certificate (Ref: DKS/CBS/FO/27), Heavy Lift certificate (Ref: DKS/CBS/FO/28) extract of helping gangs (Ref : DKS/CBS/FO/29) supplied for export handling, extract of gang cancellation (Ref : DKS/CBS/FO/30) Water receipt in case of barges only (Ref. : DKS/CBS/FO/64). Billing advices for Penal Berth hire charges received from Sr. Dock Master I.D./P&V for vessels that give false signaling etc. These documents are forwarded to this section generally within 48 hours of the sailing of the vessel. A file is compiled of the relevant documents alongwith the PDRs received from Payment section and forwarded to the Computer section for preparing invoice.
4. The Invoice is then forwarded to the billing clerks for verification of the correctness, noting the details in the Movement register (Ref: DKS/CBS/FO/34) and subsequently forwarded to the Audit Section of the FA&CAO office for further verification. After due verification from the audit the files are forwarded to the Computer section for preparation of final Bill.



5. There can be three types of bills:
  - i. **Nil Bill** – Zero Outstanding and Zero Refunds. i.e. the P.D.R. deposited and the amount of the bill is the same. (Ref: DKS/CBS/FO/58)
  - ii. **Refund Bill** – There are refunds to be given to the party. i.e. the P.D.R. deposited is more than the amount of the bill. (Ref: DKS/CBS/FO/32)
  - iii. **Shortfall Bill** – There is a shortfall amount, which is to be recovered from the party, i.e. the P.D.R. deposited is lesser than the amount of the bill. (Ref: DKS/CBS/FO/33)
6. Computer section generates the Refund and Nil Bills in Duplicate whereas the Shortfall bills are printed in Triplicate. The bills are sent to rendering clerk for rendering purpose. After rendering the Nil Bills and Refund Bills are dispatched by the Dispatch section in original whereas in case of Shortfall Bills, only Duplicate copy of Bills are dispatched to the agents. The original bill is given to the agents once the outstanding shortfall amount is settled and proof of payment is shown to the dispatch section.
7. Refunds arisen out of adjustment of vessel related advance deposits and certified by audit are noted in a separate register (Ref: DKS/CBS/FO/35) on every next day of the bills rendering and sent to Sr. Accounts Officer for crediting into the running account of the agent maintained at SBI Extn. Counter at OSC. Crediting refunds due in the bank account within stipulated time of 20 days from the date of vessel's sailing is also monitored as per the guidelines
8. Shortfalls in advance deposits arisen at the time of rendering of bills, if not paid within 10 days from the date of rendering of bill are taken note by the Billing Clerk in movement register (Ref: DKS/CBS/FO/34) and 1<sup>st</sup> Notice of shortfall (Ref: DKS/CBS/FO/59) is issued to the party after 25 days after the rendering of the bill, and subsequently 2<sup>nd</sup> & 3<sup>rd</sup> Notice after every 15 days. Such shortfalls are also noted by the staff posted at Single Window System in OSC and daily statement of such outstanding are reported to traffic offices at ID/P& V with a view to appraise vessel Agents and ensure recoveries (Ref.: DKS/CBS/FO/19 & DKS/CBS/FO/67).

9. Shortfalls settled by the agents after the expiry of the interest free periods, attract interest @ 13% p.a. Interest is levied on the outstanding berth hire charges from the date of sailing of the vessel, and for other than berth hire charges, the interest is calculated from the date of bill. Interest bills are prepared in duplicate by the Computer section (Ref: DKS/CBS/FO/61)
10. In the event of vessel having not taken berth, advance deposits lodged for vessel's regulation remain unadjusted. When agents apply for full refund of PDR a confirmation regarding vessel's berthing or otherwise are obtained from Dy. Manager, ID/P&V Docks (Ref.: DKS/CBS/FO/36). IF Dy. Manager, ID/P&V Docks informs that vessel did not take berth then a confirmation regarding outstanding dues against the party is obtained from ledger section. If there are no dues outstanding then full refund is processed for payment. (Ref: DKS/CBS/FO/37)
11. If Vessel Agent raises dispute by written request with regards to the amount billed and claimed, the contentions are examined and if found correct, Credit Note (Ref: DKS/CBS/FO/38)/ Refund Voucher (Ref: DKS/CBS/FO/37) is granted on due verification by Audit.
12. On payment of shortfall or crediting refund due, vessel/barge related files are recorded and presented to Govt. Audit whenever demanded.

## **PROCEDURE INVOLVED IN RENTAL SECTION**

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Three types of Rental Bills are being prepared.

1. Rental Bills in respect of Customs occupied area.
2. Rental Bills in respect of area allotted to Government Agencies.
3. Rental Bills in respect of area allotted to Private Parties

For preparation of the Rental Bills the orders are received from the Traffic Manager regarding allotment of space to the various parties. Area allotted and rate charged to the party as per sanction of the Board/TR/TM as per particulars of D.S.R.

After preparation of the bill office copy forwarded to audit verification along with the file. After verification of the bill received from the audit section and same has been rendered and original and duplicate copy of the bill forwarded to concerned party.

The rental bills are prepared monthly, quarterly, half yearly and annually (nominal rental) as the case may be. Various types of correspondence with Audit Section and concerned parties as per their queries.

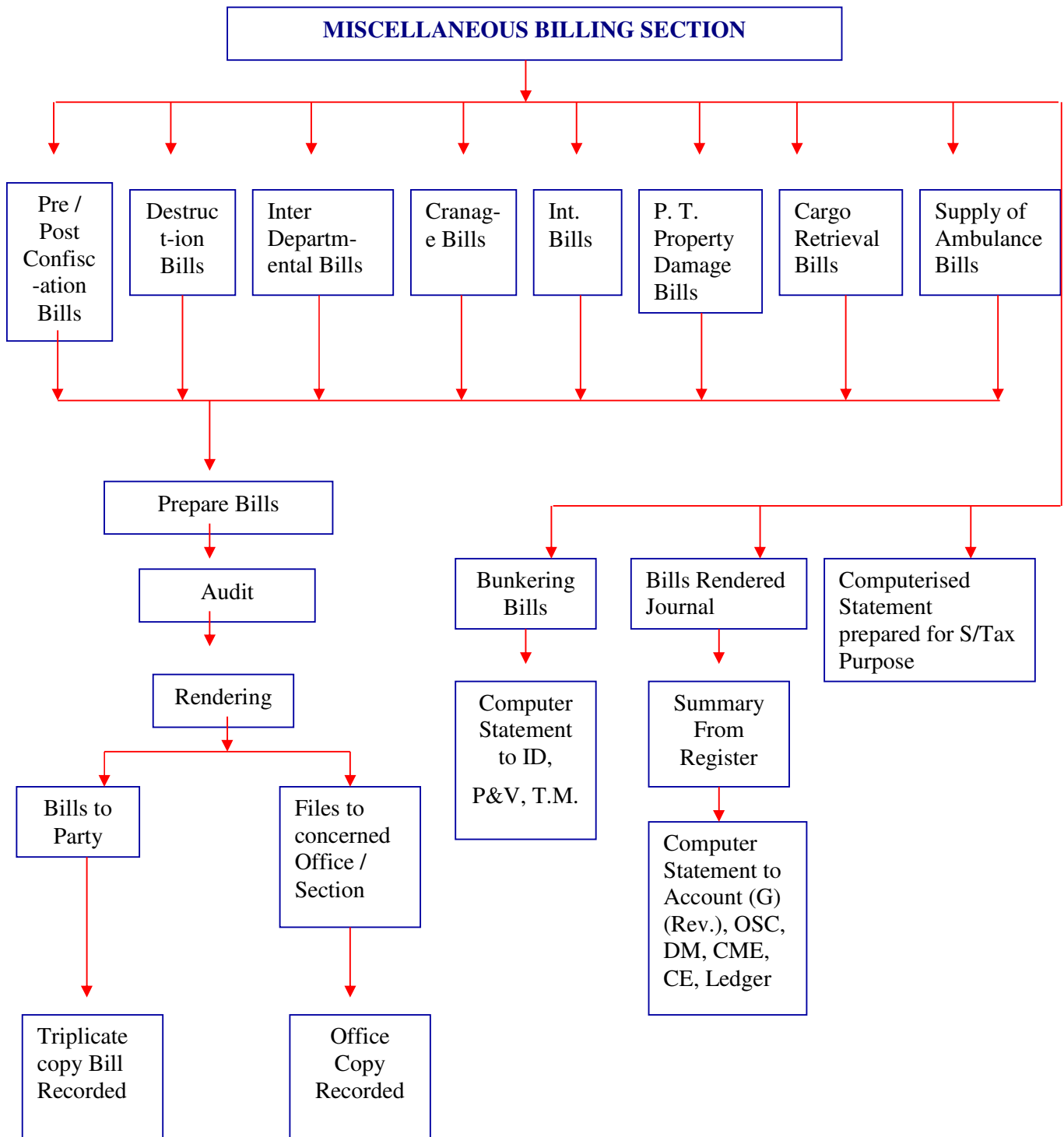
Some private parties pay advance payment by Cheque as per the area allotted on the basis of rate as per Docks Scale of Rate.

These advance Cheques are forwarded to the Book Keeper to keep in Suspense account of the party.

## **WATER CHARGES BILLS**

Water charges Billing Advice received from Sr. Ex. Engineer, G.W.S.D. and bills have been prepared accordingly to the concerned parties. Further procedure of the bill is same as per rental bill.

## Flow Chart



## **PROCEDURE INVOLVED IN** **MISCELLANEOUS BILLING SECTION**

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In Misc. Billing Section following eight types of bills are prepared and rendered as well as Bunkering statement, B.R.J. statement and Service Tax statement are prepared.

1. **PRE-POST CONFISCATION:-** Billing Advices along with handfile of Pre-post Confiscation charges are received from Sales Branch. Working Sheets and bills are being prepared as per Dock Scale of Rate and sent to Audit for verification. After obtaining audit verification bills are checked and finally bills has been rendered and original and duplicate copies of Sundry bills are sent to the Customs. Handfile along with working sheets is sent to Sales Branch and office copies are recorded.
2. **DESTRUCTION CHARGES:-** Billing Advices along with handfile of destruction charges are received from Dy. Manager, Cargo Accountal's office. Working sheet and bills are being prepared as per Dock Scale of Rate and sent to Audit for verification. After obtaining Audit verification bills are checked and finally bills has been rendered and duplicate copy of bill are sent to parties (In case party lodged deposit at Cash Office original, duplicate and office copies of bills are sent to Cash Office) Original copy of bill and working sheet is sent to Dy. Manager, Cargo Accountal and office copies are recorded.
3. **INTERDEPARTMENTAL BILLING:-** Billing Advices along with requisition letter from various departments are received from Dy. Manager, Hamallage. Bills are being prepared as per Dock Scale of Rate and sent to Audit for verification. After obtaining Audit verification bills are checked and finally bills are rendered. Original

and duplicate copies of bills are sent to concerned section/department with whom requisitions are received. Billing Advice are filed for record purpose.

- 4. CRANAGE (F.C. SHRESHTHA):-** Billing Advices are received from Chief Inspector, Docks. Entries recorded in register. If crane is utilised for vessel purpose, Billing Advices are forwarded to Incharge Vessel Billing for preparing cranage bill. This section prepares bill if crane (F.C. Shreshtha) is utilised for other than vessel related purpose. Bills then rendered and original and duplicate copies of bills are sent to the party. Billing Advices are filed for record purpose.
- 5. INTEREST BILLS:-** Interest bills (other than vessel related purpose) are raised if party does not pay the charges within 10 days after rendering the bills. Original payment advice received from Ledger Section along with stamp of scroll number and date of payment. On this basis interest bills are prepared for delayed period and sent to audit for verification. After obtaining Audit verification, bills are rendered. Original payment advices are sent to concerned section/offices.
- 6. DAMAGE:-** Billing Advices along with handfile are received from those points/offices where damage occurs. Bills are prepared and sent to Audit for verification. After obtaining Audit verification bills are checked and finally bills are rendered. Original, duplicate and office copies of bills are sent to Cash Office along with handfile by rendering section vide transit memo.
- 7. RETRIEVAL CHARGES:-** Billing Advices along with handfile are received from Indira Dock Office. Bills are prepared and forwarded for audit verification. After obtaining Audit verification bills are rendered and copies of bills are sent to the parties. Handfiles are sent to I.D. Office.

8. **AMBULANCE CHARGES:-** Billing Advices are received from Dy. Manager, Hamallage. Bills are prepared and sent to Audit for verification. After obtaining Audit verification bills are rendered and original and duplicate copies of bills are sent to the parties. Billing Advices are filed for record purpose.
9. **BILLS RENDERED JOURNAL:-** Bills Rendered Journal statement is prepared as per summary sheets of vessel related and other than vessel related charges received from Rendering Section. Tallied B.R.J. and computerized statement of B.R.J. are forwarded to F.A. & C.A.O., C.M.E. and C.E. department. Office copies are recorded for record purpose.
10. **SERVICE TAX STATEMENT:-** Preparation of Service Tax statement on monthly bills rendered. Check if previous months Service Tax recovered from Ledger Section, computerized statement are forwarded to Incharge Service Tax. Office copies are recorded for record purpose.

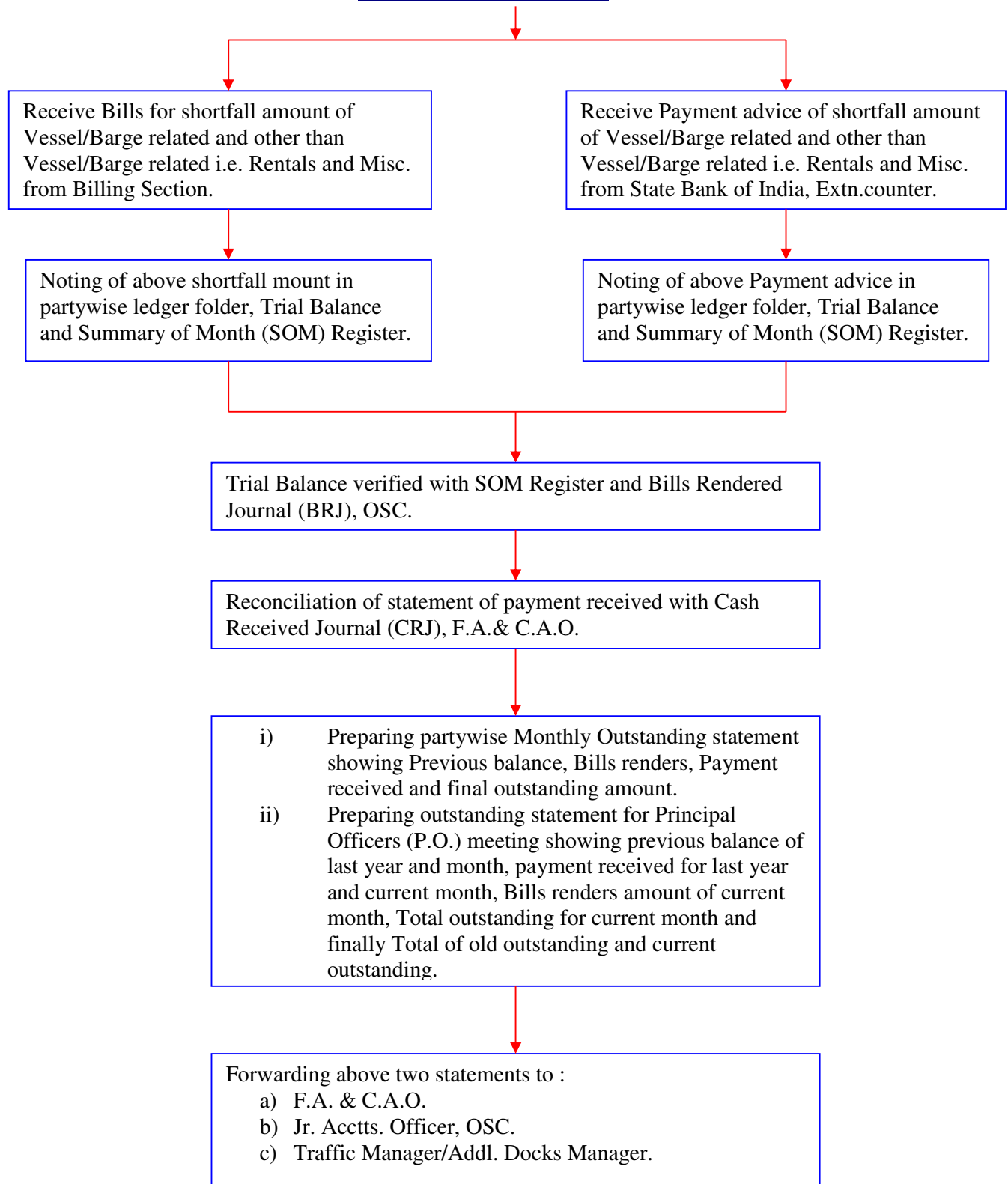


## **PROCEDURE INVOLVED IN SERVICE TAX SECTION**

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1. Service Tax is periodically remitted to the Service Tax Authorities, Central Excise, Government of India for the service rendered to the various Port Users by 5<sup>th</sup> of every month. The services include vessel/barge related and other than vessel related. On the total value of the services rendered during a month, 10.3% (Service Tax and Education Cess) is levied. Similarly, in respect of total pre and post confiscation charges levied and recovered, destructions of cargo charges and cranage charges levied and recovered, wharfage compensation charges for the bulk oil passing through pipeline charges levied and recovered, retrieval of cargo from the dock basin, charged levied and recovered, the total value of all these charges are aggregated and on the total amount 10.3% Service Tax is applied. On arriving of correct figure of Service Tax as stated above the statement showing Service Tax payable to the Service Tax Authority is forwarded to Audit for verification and to draw cheque for like amount in favour of Service Tax Authorities. After verification, the cheque is drawn by the Financial Adviser & Chief Accounts Officer and the same is deposited with the Union Bank of India under challan format TR-6.
2. Further, this office is required to file half yearly Service Tax returns in the months of October and April every year. Previously this office used to file half yearly return on behalf of entire Docks Department collecting all information from various sub-offices. However, as per instructions of Service Tax Authority vide Public Notice No. 7/2005-Service Tax dated 1.3.2005, each sub-office is required to file individual return from the ensuing financial year. Accordingly, all the sub offices such as Dy. Manager, Container Terminal/OBL/Cargo Accountal, Asstt. Manager Incharge, Bunders have been suitably informed vide this office letter No. TM/OSC/ST/03/11532 of 2004-05 dated 21.3.2005 to file half yearly return to be filed in the month of October, 2005.

## **FLOWCHART OF LEDGER SECTION**



## **PROCEDURE INVOLVED IN LEDGER SECTION**

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Shortfalls in vessel/barge related bills and other than Vessel/ barge related Sundry bills are taken note in Sundry Debtors Ledger

1. After rendering bills are received in the ledger section for debiting. There are GLC codes No. 821 pertaining to vessel related charges & GLC-830 pertaining to bills towards damage/destruction/ retrieval/rental etc. Payment receipts against the debited bills after bank scroll No. are entered in the credit side of the ledger. Journal Entries (Ref.: DKS/CBS/FO/39) & credit notes are also entered on the credit side. At the end of the month cumulative total of all the debits & credits of the month of individual parties are taken to arrive at net outstanding. (DKS/CBS/FO/40)
2. All the debits & payments are posted in the trial balance(DKS/CBS/FO/41) and are tallied with the SOM register, ledgers (DKS/CBS/FO/42) , Bills Rendered Journal (BRJ),O.S.C. and Cash Received Journal (CRJ), F. A. & C. A. O.
3. Debits and payments date wise for the month are posted in SOM register and are cross tallied with trial balance, Bills Rendered Journal (BRJ),O.S.C. and Cash Received Journal (CRJ), F. A. & C. A. O.
4. Statement for each GLC is prepared showing partywise debit/credit and outstanding. Total debits credits & outstandings are cross-tallied with SOM & trial balance. Finally, monthly summary statement is prepared. (DKS/CBS/FO/43)
5. All individual payments receipts are entered with bill Nos.in a register. Total collection for the months is tallied with SOM register. The register is maintained codewise (Ref.: DKS/CBS/F/44).
6. Cheques received in advance for bills to be rendered are sent to Book-Keeper for keeping in Suspense account. On rendering of bills a self drawn cheque is called for to adjust it against the outstanding bills. Such Cheque is deposited in the Bank with bill detail Form (DKS/CBS/FO/62).
7. Payment Advice (Ref. : DKS/CBS/FO/60) / Shortfall Bills are received from the Bank with scroll no. on the next day of payment & statement is prepared of such payment (DKS/CBS/FO/63) to forward the same to Sr. Accounts Officer, OSC & other concerned staff.

## **PROCEDURE INVOLVED IN MOT SECTION**

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1. Cargo related wharfage charges are recovered as per provisions of MOT Scale of Rates dated 16.11.97 in Centralised Billing Section, OSC.
2. There are four major operators viz. M/s IOCL, BPCL, HPCL and ONGC through whom major portion of traffic is handled at MOT/Pir Pau. Three PSU oil companies M/s HPCL, BPCL, IOCL maintain Personal Deposit Accounts for the purpose of payment of MOT wharfage on Pol / Non Pol Cargo handled at MOT / Pir Pau and avail debit/credit facility towards transactions carried out on their account. Replenishment of P.D. Account is done as and when required. Wharfage is recovered on the basis of actual quantity handled as shown in the documents produced as referred to at Sr. No. 5 & 6 of this office Work Instruction.
3. A Control Ledger (Ref: DKS/CBS/FO/45) is maintained showing arrival/departure of vessels berthed at JD/NPP, name of product discharged/loaded on the basis of daily movement reports received from JD/NPP, Dock Master. Manifested quantity furnished in IGM/EGM is also noted down and checked with reference to charges billed.
4. The other private parties are required to produce Customs attested documents i.e. B/E, Shipping Bill and have to complete octroi formalities before approaching this office for payment of wharfage related charges towards POL/Non-POL products handled at MOT/Pir Pau.
5. Before arrival or within 7 days of the sailing of vessel chartered by PSU oil companies, such companies are required to come forward with provisional Payment Advice (Ref: DKS/CBS/FO/46) showing quantity scheduled to be handled on their account and with request to debit charges through their P.D. Account. Charges are assessed provisionally by feeding relevant information in computer and debited through Personal Deposit Account. A computerised worksheet showing charges debited through P.D. Account (Ref.: DKS/CBS/FO/47) and daily Debit / Credit summary is sent to Sr. Accounts Officer Revenue Audit for verification (Ref: DKS/CBS/FO/48)
6. Three PSU Oil companies are required to produce Advice for final payment with Customs attested out-turn report / Ullage Report / Intake Certificate (Ref: DKS/CBS/FO/49) within fifteen days from the date of their chartered vessel's sailing. Once Ullage report showing actual quantity as certified by Customs is received, charges towards actual quantity handled are billed and if it results in

shortfall, the shortfall is debited through P.D. A/c on due verification of the bill by Audit (Ref. : DKS/CBS/FO/50).

7. Recovery of stamp duty @ 0.1% of the total amount (Assessable value + Custom Duty + other charges if any) on the vessels berthed at JD/PP.
8. If the bill results into refund, Refund Voucher is prepared and all relevant documents with certified R.V. is sent to Sr. Accounts Officer, Revenue Audit, for verification and payment (Ref. : DKS/CBS/FO/51).
9. In case of private parties, Bill of Entries or Shipping Bills are first submitted to this section for payment of wharfage charges on the basis of which bill is generated. The private party then pays the charges through a cheque to the Payment Section, CBS, OSC. MOT Wharfage daily collection through P.D. A/C – Private parties is intimated to Sr. Accounts Officer Revenue Audit by payment section.
10. The refund claims arising out of short receipt or short loading of cargo by parties are processed separately as per the provisions of T.R. No. 276 dated 27.08.91. The parties who claim refunds have to submit application in triplicate in the prescribed form alongwith original copy of bill, Port Trust copy of Bill of Entry or Shipping Bill, original Customs attested outturn position etc. The claims are processed and refunds are passed by the Sr. Accounts Officer, Remission. The refund amount is either credited to the P.D. Account of the parties or in absence of any such account, cheques are issued in favour of parties.
11. The periodical statements that are prepared and sent to the Traffic Manager's Office are as under :
  - a) Weekly statement showing quantity of bulk cargo discharged/loaded at Jawahar Dweep/Pir Pau and revenue (wharfage charges) earned thereon (DKS/CBS/FO/52).
  - b) Monthly Statement showing quantity of bulk cargo discharged/loaded at Jawahar Dweep /Pir Pau and revenue (wharfage charges) earned thereon (DKS/CBS/FO/53).
  - c) Monthly Statements showing the flagwise break-up of dead weight tonnage of Import/Export of POL/Non-POL traffic handled at Jawahar Dweep/Pir Pau (DKS/CBS/FO/54).
  - d) Yearly statement showing quantity of bulk cargo discharged/loaded at Jawahar Dweep/Pir Pau and revenue (wharfage charges) earned thereon (Ref.: DKS/CBS/FO/55).

- e) Yearly Statement showing the flag wise break-up of dead weight tonnage of Import/Export of POL/Non-POL traffic handled at Jawahar Dweep/Pir Pau (Ref.: DKS/CBS/FO/56).
- f) Daily Statement showing the stamp duty collected is to be forwarded to Revenue Audit/Cash Supervisor.

## INTRODUCTION

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**Book-Keeper's Section comprising of Book-Keeper (Asstt. Office supdt.), Asstt. Cashier, OSC (Sr.Asstt), 2 Jr.Assisstants and 1 Clerk Gr.II (Outdoor), is working under Dy. Docks Manager, OSC.**

Nature of work/duties of the staff is as under:

### **BOOK-KEEPER (ASSTT. OFFICE SUPDT.)**

1. Maintenance of Docks Miscellaneous Deposit Account (No. 1000015609).
2. Maintenance of Register of Credit/Debit Vouchers (Reg.No. D.599 B)
3. Opening of Personal Deposit Accounts for payment of cargo related charges at Cash Offices, Closure of P.D. Accounts and partial withdrawals from the P.D.Accounts.
4. Processing of applications from the P.D. Account holders for Cheque Drawing Facility.
5. Processing of applications from the P.D. Account holders for Change in Name/Change in Address.
6. Issuing of Credit Balance Certificates to P.D. Account holders.
7. Verification of Daily Cash Collection Register maintained by Asstt. Cashier, OSC.
8. Verification and Franking of Delivery Orders for goods sold in Auction.

### **ASSTT. CASHIER, OSC (SR. ASSTT.)**

1. Maintenance of Imprest/Contingent Account. (Reg. No. D.365 B)
2. Payments/Reimbursement of various vouchers of Officers and Employees.
3. Recoupment of Imprest/Contingent bills.
4. Preparation of Paysheet and Payment of Conveyance Bills of the Employees.
5. Receiving of payments of Sundry Charges viz. Sale of D.S.R./B.S.R., List of Hazardous Goods (Dangerous Cargo), Sale Lists, Tender Sets, Licence Fees for allotment of space for temporary stall, etc. (Bank Remittance Book – No.D 1343.B and Chappa Book – No. D 123 B)
6. Payments of Refunds below Rs.1000 against Petty Deposits lodged by the parties at the Cash Offices, for payment of P.T. charges etc.

7. Banking of Cheques collected at various Revenue Collection points at Docks and Bunders.
8. Maintenance of Daily Revenue Collection Register (No. D.71 B)

(Clerk Gr. II (Outdoor) assists the Asstt. Cashier for Banking of Cheques and Maintenance of Daily Revenue Collection Register.)

### **JR. ASSISTANTS**

1. Maintenance of Sale Warehouse Account (No.100001560900).
2. Maintenance of Cash Collection Register of Auction Sale(Regn.D 287 B Rev)
3. Banking of E.M.D./B.S.P. and Sale Deficits cheques (Book No.D 1344 B and D 1272 B/Rev.)
2. Maintenance of Sales Tax Register (No.D.1273 B)
3. Maintenance of Individual Sale Register (D.247 B)
4. Remittance of Monthly Sales Tax/VAT and Octroi on cargo sold in Auction and filing of Annual Returns thereof.
5. To attend Sales Tax Office for assessment.



## **PROCEDURE INVOLVED IN BOOK KEEPER SECTION**

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1. Cheques received from the Sectional offices for keeping in miscellaneous deposit account are endorsed to Asstt. Cashier, OSC for banking. Asstt. Cashier, OSC, prepares remittance slip and deposits the cheque in the SBI Extn. Counter. On receipt of bank confirmation, Book- keeper prepares credit voucher and makes necessary entry in the Register No. D 599B and returns the papers to the respective office alongwith remittance slip (receipt). On receipt of request for withdrawal of the amount for adjustment, Debit Voucher is prepared for the amount and necessary entry is made in the register and cross entry is taken against the credit voucher against which the amount is withdrawn. Thereafter a cheque for the said amount is prepared and entered in the cheque register and submitted to the Bills Supervisor/Dy. Docks Manager (authorized signatories) for signature. Thereafter cheque alongwith batch of papers received from the office concerned is returned for further necessary action. At the end of the month a statement is obtained from the bank and the account is tallied by preparing a reconciliation statement, which is audited by the revenue audit. Original copy of the reconciliation statement is forwarded to the Jr. Accounts Officer, Revenue Audit for information and necessary action.
2. On receipt of an application for opening of a P.D. account alongwith requisite documents (list No.1) the same is submitted to the Bill Supervisor/ Dy. Docks Manager(OSC) for approval. On approval, the party is informed to approach the Cash Supervisor, Docks, alongwith P.O./D.D. for Rs.1000/- being the minimum balance to be maintained in the account. A copy of the letter is endorsed to Cash Supervisor, Docks. for opening of P.D. Account at the Cash office.
3. On receipt of an application for either closure of P.D. account or partial withdrawal from P.D. Account the same is put up to Bills Supervisor for information and orders to process party's request. On approval, the party's application is forwarded to Cash Supervisor, Docks, for confirmation of balance and status of the P.D. account. On receipt of confirmation, all the offices concerned are requested to intimate this office within 7 days as to whether any dues are outstanding against the party. After receipt of the confirmation, their request is once again forwarded to Cash Office for raising Debit Order in the books of the party and return. On return a refund voucher is prepared for the balance amount and forwarded to Jr. Accounts Officer, Revenue Audit for verification and certification for payment. Revenue Audit (Remission Cell) in turn

prepares a Green Voucher for payment to the party. Green Voucher is then forwarded to Jr. Accounts Officer (Cash) for payment to the party.

4. On receipt of application from the P.D. account holder for grant of cheque drawing facility together with required documents (list 2) the same is submitted to the Bills Supervisor/ Dy. Docks Manager O.S.C. for information and orders to process party's request. On verification of the documents submitted and if the volume of the work and the amount involved are considerable, a confidential report is called for from their bankers as to the standing and means of the party. On receipt of the confidential report the entire batch of papers is forwarded to F.A. & C.A.O. for perusal and approval. On receipt of the approval party is informed accordingly and copies of the said letter is endorsed to concerned offices for information and necessary action.
5. On receipt of application form the P.D. Account holder together with the required documents (list 3) the same is submitted to Bill Supervisor for information and orders to process their request. Thereafter all the concerned offices are requested to furnish if any dues are outstanding. On receipt of their reply, the entire batch of papers forwarded to C.L.O. & A. for his advice. If any party intimates this office about the change of address the same is informed to all the concerned offices for necessary action.
6. Cash Office, I.D. forwards a statement of balance at the end of the financial year. This office on request by the account holders', issues credit balance certificate.

## **PROCEDURE INVOLVED WITH ASSTT. CASHIER**

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### **1. MAINTENANCE OF IMPREST/CONTINGENT ACCOUNT :**

A Contingent Account of Rs.2 lacs is maintained by the Asstt. Cashier, OSC for payment /reimbursement of various expenses of Officers and employees viz. Out of Pocket expenses for attending Court, Tea-Snacks Bills, News Paper Bills, Telephone Bills and Medical expenses costing below Rs.500. Expenditure for purchase of stationery items and stocked/non-stocked items against the Budget provisions and with the sanction of the competent authority. Expenses towards Revenue Stamps and Postage etc.

A plain register is maintained for accounting daily Cash Receipts, various payments and closing balance (i.e. cash in hand).

Register (No. D 365 B) is maintained to account cash receipts by way of Recoupment of imprest bills and reimbursement of Contingency Bills of Revenue Stamps. Payment of various vouchers and expenditure incurred for purchase of stationery or other incidental expenses. The advances issued and all vouchers of payments made are entered in this register serially and closing balance (i.e. cash in hand) is tallied every day.

### **2. PAYMENTS/REIMBURSEMENT OF VARIOUS VOUCHERS :**

Payment of advance of purchase of Revenue Stamps and postage expenditure is made as per request from concerned office.

Payment of Tea-Snacks Bills, News Paper Bills and Telephone Bills of the Officers and reimbursement of Out-of pocket expenses for attending the Court is made on voucher on the basis of original bills, statements duly verified by the concerned officers. The reimbursement of medical bills costing less than Rs.500 is made as per the RME form with the recommendation of concerned Medical Officer with prescription and original bills.

Payment of other incidental expenses and/or a advance of for purchase of stationery, or other stocked/non-stocked items against Budget provisions is made on sanction of the competent authority and original bills duly verified by the concerned officer.

All payment vouchers are entered in imprest register with serial numbers.

### **3. RECOUPMENT OF IMPREST BILLS/ CONTINGENCY BILLS :**

- a. A weekly statement of imprest bills (i.e. particulars of expenditure) is prepared and forwarded to F.A. & CAO, alongwith allocation sheet and all vouchers for verification and recoupment. On passing the imprest bills by audit the amount is collected from the FA & CAO's Cash Office.
- b. The periodical statements of Revenue Stamps used by various Revenue collection centers/offices are received and posted in Contingency Register with voucher No. These statements are also posted in separate register and verified. A summary statement of Revenue Stamps with details of previous balance, fresh issued, used and closing balance is prepared and sent audit for verification and reimbursement. On receipt of audited copy of the above statement (i.e. passed voucher) amount is collected from the FA & CAO's Cash Office. In case of bulk users of Revenue Stamps i.e. Cash Offices I.D. and P.& V. Docks and Bunders audited copies of statements (i.e. passed vouchers) are received and amount is received from FA& CAO's Cash Office, thereafter.

### **4. CONVEYANCE BILLS :**

Conveyance bills received from the Class III and Class IV employees are forwarded to FA & CAO with list of employees (i.e. paysheet) and allocation sheet in duplicate. On passing by audit amount is collected from the FA & CAO's Cash Office alongwith audited Paysheet and paid to the employees concerned under acknowledgement. Audited paysheet is returned to Cash Office thereafter.

### **5. RECEIVING PAYMENT OF SUNDRY CHARGES:**

Payments of Sundry charges towards issue of duplicate bills, sale of Tender Sets, sale lists, Copies of D.S.R., B.S.R. and List of Dangerous Goods (Hazardous Cargo) are received on Chappa Book or Bank Remittance Slip. Payment received on Bank Remittance slip is directly remitted in SBI Extn. Counter at OSC. A statement showing summary of amounts remitted at SBI Extn. Counter is prepared for accounting purpose everyday. Amounts received after Bank hours and on Bank holidays are remitted to Chief Cashier, Docks on Remittance Slip.

### **6. PAYMENT OF REFUNDS BELOW RS.1000.**

Payment of Refund Vouchers below Rs. 1000 against the Petty Deposits lodged by parties at the Cash Offices for payment of Port Trust charges and damage Port Trust property are made from this Section. On receipt of Refund Voucher from the Cash Supervisor, it is noted in a register. Chief Cashier, Docks is advised to deposit the amount equal to the R.V. in Miscellaneous Deposit Account from the daily revenue collected. A entry to that effect is taken in Daily Cash

Collection Register. On confirmation of the credit of the said amount in Misc. A/c R.V. alongwith papers and register is passed on to the Book-keeper for C.V. and D.V. entries. A cheque is prepared thereafter with a entry in cheque book register and refund is paid to the party under acknowledgement on R.V. and also on stamped receipt on party's letter head in exchange of original Petty Deposit Receipt. Original R.V. is then sent to Revenue Audit for record.

**7. BANKING OF CHEQUES COLLECTED AT VARIOUS REVENUE COLLECTION POINTS OF THE DOCKS AND BUNDERS:**

Cheques collected at all Revenue Collection Centres of Docks and Bunders are kept in safe custody of Asstt. Cashier OSC, every day. On next day morning all cheques are sorted out in Revenue Cheques and Octroi cheques drawn in favour of Municipal Corporation separately. Revenue cheques drawn in favour of Traffic Manager, Mb.P.T., which are deposited in Revenue Account No.100016088 of Mb. P.T. at State Bank Of India are again sorted out in Main Branch, (SBI), Cheques above Rs. One lakh meant for High Value Clearance and General Clearance.

Separate vouchers (pay in slips) are prepared for Revenue and Octroi cheques, Misc. A/C (Docks) No.1000015609 and Sale Warehouse cheques A/c No.10001560900 if any.

**8. MAINTENANCE OF DAILY REVENUE COLLECTION REGISTER (NO. D 71B):**

The Remittance slips (No. D 708B) prepared by the Cashiers at all Revenue Collections Points and Cash Offices are received at this Section through Cash Office, I.D. along with statements of Revenue, Octroi collected at all points and Octroi and Service Tax debited through P.D. Accounts. Similar statements are received from Cash Office P.& V., C.B.S. and M.O.T., OSC. On the basis of this information all respective entries are made in the register. The Cash and Cheques on account of Revenue and Octroi are tallied. The statement showing the total collection of Octroi and 97% Octroi payable to Municipal Corporation of Greater Mumbai after deducting 3% commission of Mb.P.T. and another statement of showing the details of Revenue under different heads (viz. Dock Revenue, Service Tax, Education Cess, Stamp Duty, and Administrative charges), Statement of details of collection are prepared and the Register is sent to Chief Cashier, Docks and then to Revenue Audit along with allocation (i.e. advice of collection paid into the Bank) for verification and return.

## **PROCEDURE INVOLVED WITH STAMP DUTY SECTION**

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The Government of Maharashtra vide Gazette Notification No. Mudrank-2004/3518(03)/CR-58/M-1/ dt. 07.02.2004 has authorized the Mumbai Port Trust to recover the stamp duty on imported goods so as to mitigate the difficulties faced by the Port users/Importers. Accordingly, Mb.P.T. commenced the recovery of stamp duty in the month of February 2004 for the import cargo delivery effected through Mb.P.T. and from September 2004 for the import cargo delivery effected through other than Mb.P.T. at O.S.C.

CHA's/Importer's present a duly filled in Receipt Form for franking/Recovery of stamp duty on imported delivery orders, which are verified by the Asstt. Shed Supdt. with the Bill of Entry and Delivery Order.

After verification of Stamp Duty receipt form, Administration charges + Service Tax + Education Cess are added to the Stamp Duty Amount and the same is entered in the Stamp Duty Register. On collection of the Cash/Cheque/DD. the Stamp Duty Amount is franked on the Import Delivery Order submitted by the CHA And the duly signed & stamped receipt is issued to CHA/IMPORTERS.

At the end of the shift tally of the cash & cheque is being done to remit the same to the cash office and two print outs of the same are removed and one is pasted in the register for verification of the same by the stamp duty authority and the other is sent to Sr. Accounts Officer, Revenue Audit for audit verification.

Daily statement showing s/duty collection for the day is being prepared to send it to the Revenue Audit & DY DOCKS MANAGER, OSC for information and necessary action.

# MUMBAI PORT TRUST DOCKS DEPARTMENT

## OPERATIONS SERVICE CENTRE



### WORKING MANUAL

# **PART - A**

## **CENTRALISED BILLING SECTION**



# **ORGANISATIONAL CHART**

**OF**

**OPERATIONS  
SERVICE  
CENTRE**

**PART - B**

**BOOK KEEPER  
AND  
ASSTT. CASHIER**

**PART - C**

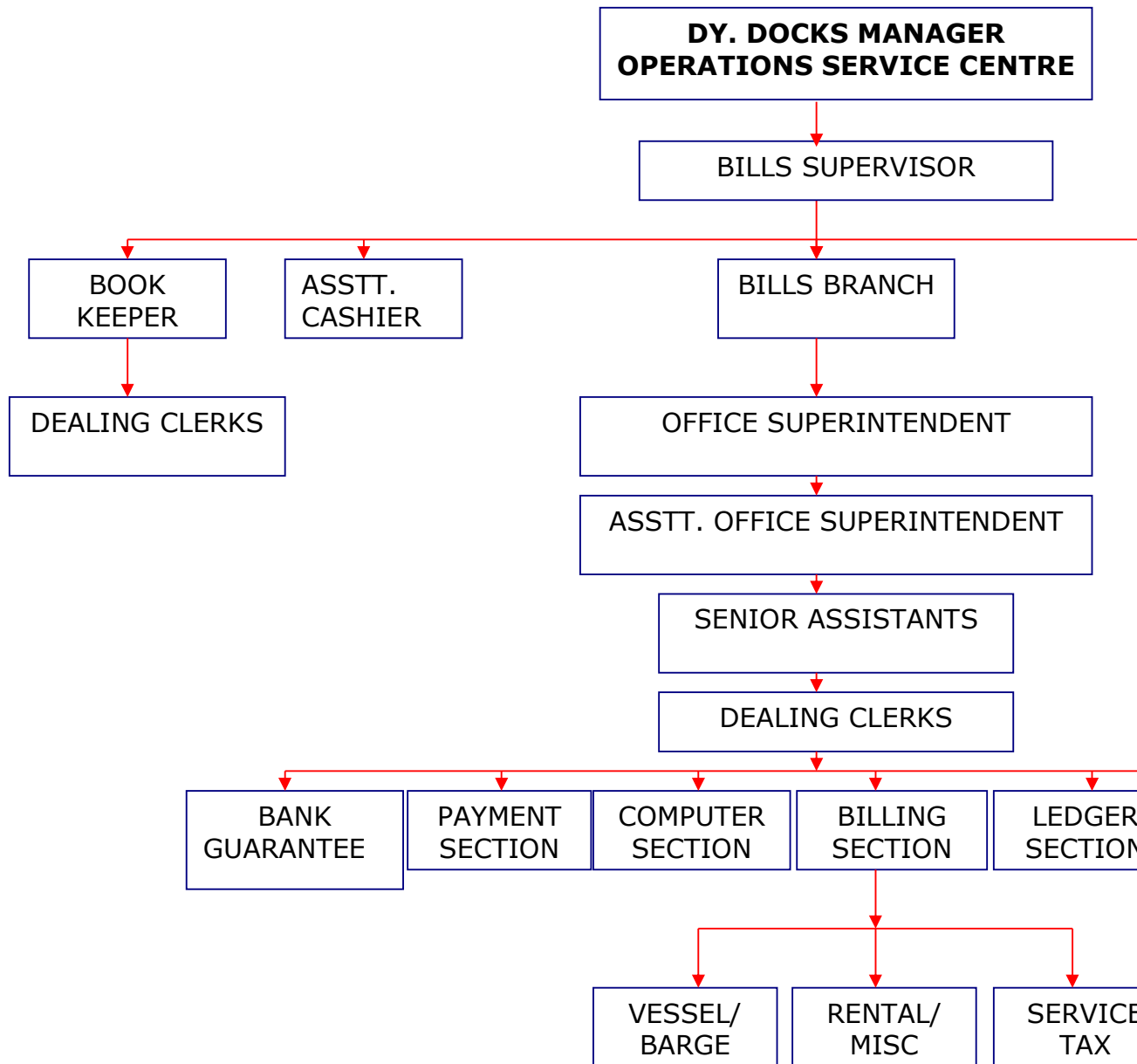
**STAMP DUTY  
SECTION**

**TELEPHONE  
AND  
FAX NUMBERS  
OF  
OPERATIONS  
SERVICE  
CENTRE**

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# ORGANISATIONAL CHART



## TELEPHONE AND FAX NUMBERS

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<b>DY. DOCKS MANAGER, O.S.C.</b>	<b>022 2261 2116 (Direct)</b> 022 6656 5318 <u>022 6656 5124 (FAX)</u>
<b>BILLS SUPERVISOR, O.S.C.</b>	<b>022 6656 5123</b>
OFFICE SUPERINTENDENT/ ASSTT. OFFICE SUPERINTEDENT. C.B.S.	022 6656 5122
BOOK KEEPER, O.S.C. ASSTT. CASHIER, O.S.C.	022 6656 5499
OFFICE STAFF BANK GUARANTEE, VESSEL/BARGE BILLING SERVICE TAX, RENTAL/MISC. BILLING	022 6656 5128
OFFICE STAFF PAYMENT SECTION	022 6656 5317
OFFICE STAFF LEDGER SECTION	022 6656 5121
ASSTT. SHED SUPDT. STAMP DUTY/ OFFICE STAFF M.O.T. SECTION	022 6656 5167



## RESPONSIBILITIES

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**4. Dy. Docks Manager, O.S.C.**

He is Administrative Controller of the Centralised Billing Section.

**5. Bills Supervisor**

He is responsible for the billing within 8 days of sailing of vessel and recovery of vessel/barge related charges and MOT wharfage.

**6. Office Superintendent**

He is responsible for the administration and smooth working of CBS.  
He is In charge of the staff working under him.

**7. Assistant Office Superintendent**

He is accountable for rendering of bills / processing of refunds within the prescribed time limit.

**8. Sr. Assistant**

Sr. Assistants are sectional incharge and are accountable for smooth working of respective sections.

**9. Dealing Clerk**

To ensure timely rendering of Bills & prompt services to the Vessel Agents and other parties.

**REVISED SCHEDULE STRENGTH  
AS ON 01.03.2006.**

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**CENTRALISED BILLING SECTION**

**CLASS III**

1)	OFFICE SUPERINTENDENT		01
2)	ASSTT. OFFICE SUPDT.	01	
3)	SR. ASSISTANT		06
4)	JR. ASSISTANT		11
5)	JR. CLERK		01
6)	TYPIST-CUM-COMPUTER CLERK		13

**CLASS IV**

1)	RECORD ATTENDANT		02
2)	NAIQUE		01
3)	OFFICE PEON		03

**BOOK KEEPER'S SECTION**

**CLASS III**

1)	ASSTT. OFFICE SUPDT.	01	
2)	SR. ASSISTANT		01
3)	JR. ASSISTANT		02

**CLASS IV**

1)	BILLS RECEIVER	01	
2)	HAWALDAR	01	

## **INTRODUCTION**

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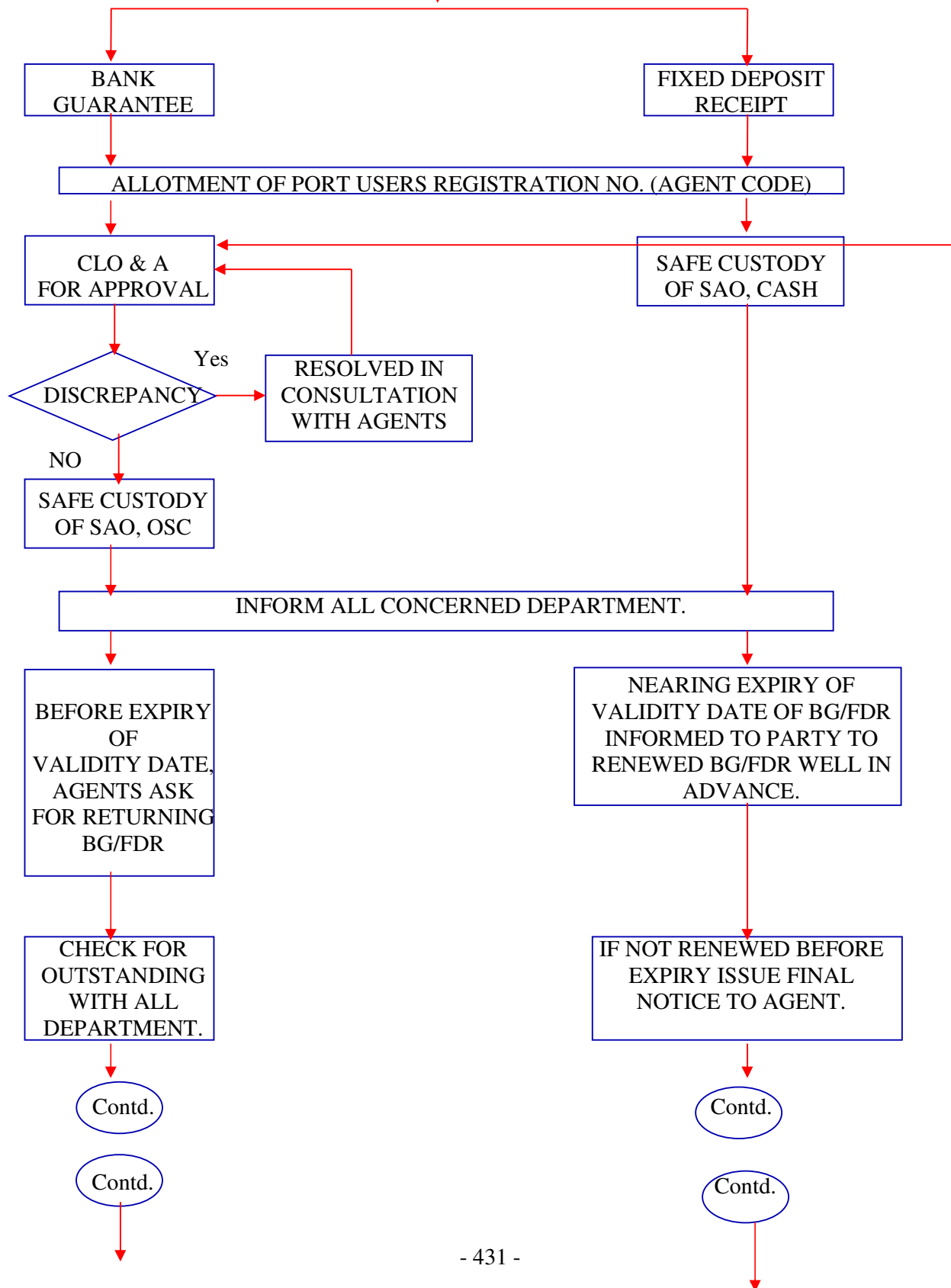
The Chairman and the Board of Trustees of Port of Mumbai believe in providing efficient services to the Shipping Agents and Port Users.

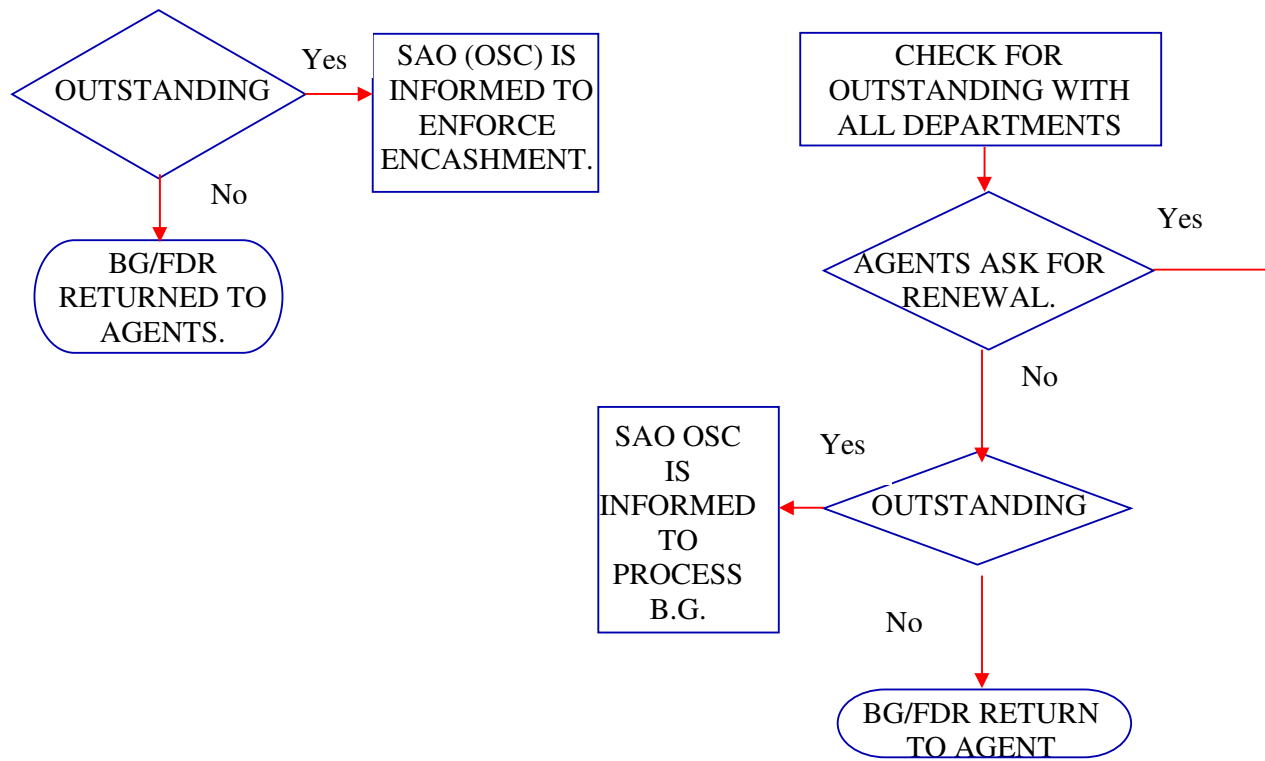
Accordingly the billing cell has been developed at Centralised Billing Section, O.S.C. where all services pertaining to billing and payment have been rendered under single roof.

### **MAJOR FUNCTIONS OF CENTRALISED BILLING SECTION**

2. Billing and recovery of vessel/barge related charges under section IV, VI & IX of Docks Scale of Rates.
6. Recovery of wharfage charges towards POL/NON POL products handled at MOT/Pir Pau under MOT Scale of Rates.
7. Recovery of Rentals on various Mb.P.T. lands allotted to Govt./Non-Govt. Agencies on long/Short Lease basis.
8. Recovery and Payment of Service tax and Education Cess on various services rendered at CBS-OSC.
9. Recovery of Stamp Duty on Import Delivery effected through other CFS including JNPT.

## FLOWCHART OF BANK GUARANTEE SECTION





## **PROCEDURE INVOLVED IN BANK GUARANTEE SECTION**

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13. Vessel Agents desirous to avail Port related services are required to execute Bank Guarantee/Fixed Deposit Receipt of Rs. Two Lakhs drawn in the name of Trustees of the Port of Mumbai in the prescribed format issued by this office (Ref. DKS/CBS/FO/01 & DKS/CBS/FO/02) to cover shortfall arising out of services scheduled to be availed towards their vessels. Alongwith bank guarantee / FDR, they are required to submit Memorandum, Articles of Association, Partnership Deed, letter of authorisation, terms of agreement reached with their line operators/Power of Attorney and other relevant documents to register themselves with the Port. The Bank Guarantee should be executed on Rs.100/- non judicial stamp paper and Rs.500/- non-judicial stamp paper in case of Partnership Deed or Proprietorship Firm issued by any scheduled bank appearing in second schedule of the Reserve Bank of India having its branch in the Port city and should have validity period in the range of 18 months to 36 months.
14. The Vessel Agents desirous to operate on more than one container operations line should execute separate Bank Guarantee / FDR for Rs.2,00,000 for each line. Ref : DKS/CBS/FO/01; DKS/CBS/FO/02
- 15.** Vessel Agents engaged in handling only coastal vessels are permitted to lodge B.G. FDR of Rs.50000/-. Ref : DKS/CBS/FO/01; DKS/CBS/FO/02
16. Bank Guarantee alongwith relevant documents submitted is scrutinized and the Agent's name is registered as a shipping agent by allocating Agent Code(Registration No.).
17. Original FDR is forwarded to the Sr. Accounts Officer (Cash) for Safe Custody if Lodged by the Port User in lieu of B. G. Concerned department are also informed accordingly.
18. Once Bank Guarantee duly executed alongwith relevant documents submitted, the same is scrutinized and sent to CLO & A for verification and approval. Ref: DKS/CBS/FO/04
19. The Chief Law Officer & Advocate on verification of the documents, returns the bank guarantee duly approved. In the event of any discrepancies communicated, the same are resolved by making back references to the Vessel Agents and bank guarantee is got approved. Ref : DKS/CBS/FO/05

20. The duly approved B.G sent by CLO & A is sent to Sr. Accounts Officer, OSC for its safe custody and Officers concerned of the respective departments are informed of the same with a view to render for related services to vessel agents/stevedores. Ref : DKS/CBS/FO/06
21. Validity period of B.G./FDR is monitored and vessel Agents are informed to undertake renewal well in advance. Ref : DKS/CBS/FO/07
22. If BG/FDR is not renewed before its expiry period, Vessel Agents are issued final notice and offices of the department concerned are informed to confirm outstandings, if any, against the agents. Ref : DKS/CBS/FO/08 & DKS/CBS/FO/09
23. If any outstandings are reported, the Sr. Accounts Officer, OSC, in whose custody the B.G. remains is informed to process encashment and credit proceeds to the extent due to Port Trust account. Ref. : DKS/CBS/FO/22
24. If any agent desires to discontinue operations and requests to return the Bank Guarantee on written application, the procedure detailed above to confirm outstanding is followed. Ref: DKS/CBS/FO/10 and if there are no outstanding, the BG is collected from Sr. Accounts Officer, OSC and the same is returned/handed over to the applicant on obtaining due acknowledgement. In case of FDR Sr. Accounts Officer (Cash) is requested to return the same to the party. Ref.: DKS/CBS/FO/65; DKS/CBS/FO/66.

## **PROCEDURE INVOLVED IN PAYMENT SECTION**

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- 1) Before arrival of the vessel, the agent lodges the advance deposit in the self assessed format (Ref :DKS/CBS/FO/11) for vessel related charges. The agent furnishes the particulars of the vessel such as
  - iv. G.R.T.
  - v. Period of stay in Docks
  - vi. Foreign/Coastal etc. in prescribed form. On the basis of this information vessel related charges are worked out first in dollar and then converted into rupees, on the basis on the conversion rate declared in the newspapers. Then the Agent makes the payment at SBI Ext. counter at this office. Immediately the bank accepts the payment.
- 4) On overstay of the vessel the charges are worked out and immediately intimated to the Agents by Fax or on Telephone. If the Agent is unable to make payment within stipulated period, the interest thereon is also worked out and it is recovered at this end.
- 5) Container related deposits are verified with reference to monthly exchange rate on the 1<sup>st</sup> of every month. (Ref : DKS/CBS/FO/12)
- 4) If there is a shortfall in the deposit of Container Related Charges, the interest thereon is worked out and recovered at this end.
- 5) Charges on Barges are also worked out like Vessel related charges and recovered at this end.
- 6) Cheques / Pay Orders of MOT Wharfage charges, Stamp Duty under N Form facility and Octroi charges thereon on POL / Non-POL discharged at Pir Pau / Jawahar Dweep are also accepted at this end. Thereafter that account will be finalized and sent to Audit section for verification.
- 7) MOT Bills are adjusted under N Form System and forwarded to the Revenue Audit Branch on the same day.



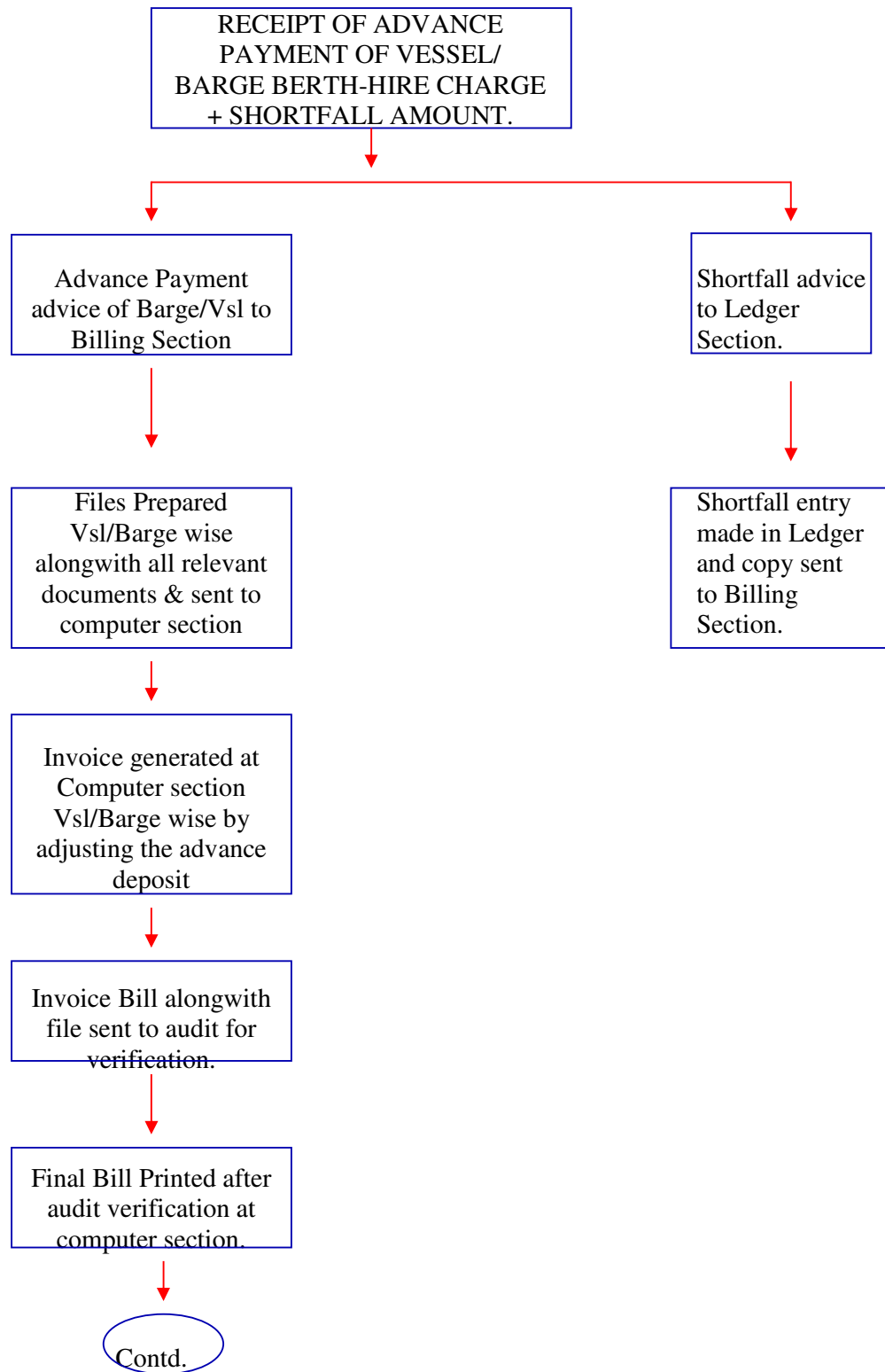
- 8) Monthly statement showing the Service Tax debited is to be forwarded to the Revenue Audit Branch, Copy of which are to be forwarded to the Asstt. Cashier , O.S.C and also to the Cash Supervisor, I.D.
- 9) Daily Receiving of Vessel List generated from I.D and P & V Offices.
- 10) Preparation of daily Shortfall and Overstay statements related to the Vessels on the basis of the Vessel List received.
- 11) The daily shortfall and overstay statement so prepared is forwarded to the Dy. Manager, O.S.C, Bills Supervisor, Dy. Manager, I.D, Dy. Manager, Cargo Accountal and Berthing Assistant, I.D.
- 12) Preparation of daily statement regarding the payment received under various GLC codes.
- 13) Receiving payments from the various parties relating to the Berth Hire charges by making entries in the Register prepared separately for vessels, containers and barges. Ref : DKS/OSC/FO/11(Vessel & Barges) & DKS/CBS/FO/12 (Container)
- 14) Feeding of the PDRs/Payment advice in the Computer(IPOS).
- 15) Receiving of PDRs from SBI alongwith the Bank statement.
- 16) Confirmation of the PDRs in the Computer (IPOS) as per the Bank statement.
- 17) The daily payment received relating to Vessels and Barges is to be sent to I.D. Office through Fax by preparing a statement on the same evening.
- 18) Despatch of the PDRs/payment advice to the concerned sections such as Container, C.B.S, Billing Section, Ledger Section etc.

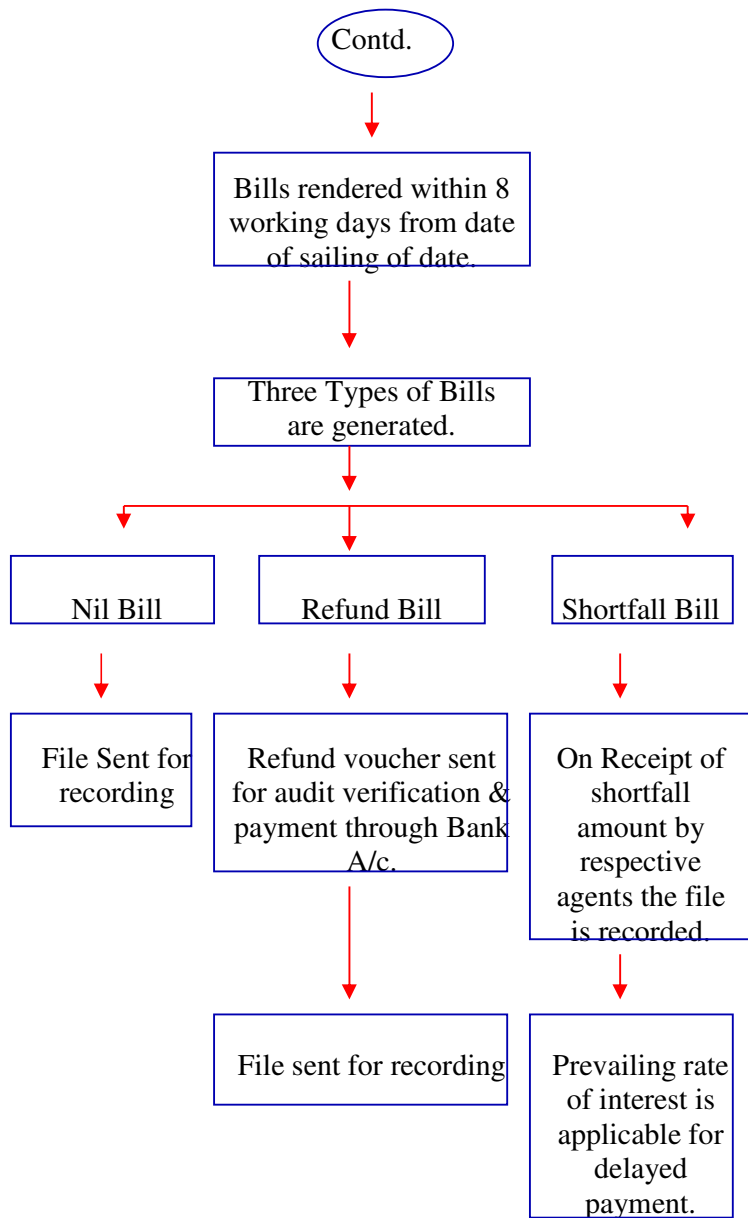
## **PROCEDURE INVOLVED IN COMPUTER SECTION**

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6. In case of Vessel/Barges Billing, the agents obtain unique identification number known as Vessel Call Number (VCN) from Asstt. Harbour Master (Port Dept.). This computer (IPOS) generated VCN is given to the agents for payment of advance deposit of berth hire charges (Ref :DKS/CBS/FO/11). On the basis of this VCN Vessel related Advance deposit are recovered at the Payment section (Ref :DKS/CBS/FO/11)
7. After all necessary formalities are completed with the billing section, files containing all the necessary documentation required for billing of berth hire charges for vessels/barges are forwarded to this section. After verifying the data entry made in the IPOS system by the Sectional Shed Staff, where vessel/Barge actually took berth, shall forward their shed reports. On the basis of the shed data entry, an invoice (Bill) is prepared and forwarded alongwith the file to the Billing clerks for verification of correctness of the Bill. Thereafter the files are forwarded to FA&CAO department for audit verification. After audit verification, necessary changes (if any) are made in the IPOS data entry, bills are finalized and printouts are generated. These finalized bills are incorporated in the Bills Rendered Report (Ref : DKS/CBS/FO/57).
8. Apart from the principal vessel/barge related bills, Interest bills for vessel/barge related charges are also prepared and forwarded to the audit branch for verification. After verification, and incorporating necessary changes, the interest bills are generated.
9. Tracking and confirming that the bills are rendered as per the ISO norms are done at the Computer Section.
10. Various statistical reports are submitted from the computer section. Viz accounting GLC wise revenue billed/earned, Location wise, No. of vessels arrived/Locations etc., are prepared, and any other report based on specific parameters to enable to furnish requisite information to be submitted to Business Development Cell, Head of Departments, as well as Ministry.

## **FLOWCHART SHOWING BILLING OF VESSEL/BARGE RELATED CHARGES**





## **PROCEDURE INVOLVED IN BILLING OF VESSELS/BARGE RELATED CHARGES**

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13. PDRs received from payments section are noted in PDR status registers of vessels and barges and forwarded to incharge of vessels/barges billing to initiate preparation of bills. (Ref: DKS/CBS/FO/20)
14. A Master monitor (Ref: DKS/CBS/FO/21) for vessels berthed in Indira Dock and P & V Docks is maintained by the Incharge of billing section to observe that bills are being rendered to the port users within 07 days of sailing of vessel. The activity to bill vessel related charges commences with the recording of vessel's date of sailing as shown in the shipping Analysis Report received from Dock Master, ID/P & V. (Ref: PORT/NAV/FO-23)
15. Once the shipping analysis report is noted in master monitor, PDRs of those vessels which are sailed out from the berth are connected with billing advices received from the various workpoints in the Docks in prescribed formats as per requirement of this office i.e. Yes / No form (Ref: DKS/CBS/FO/23) Gear certificate (Ref: DKS/CBS/FO/24), idle labour extract (Ref: DKS/CBS/FO/25), overtime statement (Ref: DKS/CBS/FO/26), Landing certificate (Ref: DKS/CBS/FO/27), Heavy Lift certificate (Ref: DKS/CBS/FO/28) extract of helping gangs (Ref : DKS/CBS/FO/29) supplied for export handling, extract of gang cancellation (Ref : DKS/CBS/FO/30) Water receipt in case of barges only (Ref. : DKS/CBS/FO/64). Billing advices for Penal Berth hire charges received from Sr. Dock Master I.D./P&V for vessels that give false signaling etc. These documents are forwarded to this section generally within 48 hours of the sailing of the vessel. A file is compiled of the relevant documents alongwith the PDRs received from Payment section and forwarded to the Computer section for preparing invoice.
16. The Invoice is then forwarded to the billing clerks for verification of the correctness, noting the details in the Movement register (Ref: DKS/CBS/FO/34) and subsequently forwarded to the Audit Section of the FA&CAO office for further verification. After due verification from the audit the files are forwarded to the Computer section for preparation of final Bill.

17. There can be three types of bills:
- i. **Nil Bill** – Zero Outstanding and Zero Refunds. i.e. the P.D.R. deposited and the amount of the bill is the same. (Ref: DKS/CBS/FO/58)
  - ii. **Refund Bill** – There are refunds to be given to the party. i.e. the P.D.R. deposited is more than the amount of the bill. (Ref: DKS/CBS/FO/32)
  - iii. **Shortfall Bill** – There is a shortfall amount, which is to be recovered from the party, i.e. the P.D.R. deposited is lesser than the amount of the bill. (Ref: DKS/CBS/FO/33)
18. Computer section generates the Refund and Nil Bills in Duplicate whereas the Shortfall bills are printed in Triplicate. The bills are sent to rendering clerk for rendering purpose. After rendering the Nil Bills and Refund Bills are dispatched by the Dispatch section in original whereas in case of Shortfall Bills, only Duplicate copy of Bills are dispatched to the agents. The original bill is given to the agents once the outstanding shortfall amount is settled and proof of payment is shown to the dispatch section.
19. Refunds arisen out of adjustment of vessel related advance deposits and certified by audit are noted in a separate register (Ref: DKS/CBS/FO/35) on every next day of the bills rendering and sent to Sr. Accounts Officer for crediting into the running account of the agent maintained at SBI Extn. Counter at OSC. Crediting refunds due in the bank account within stipulated time of 20 days from the date of vessel's sailing is also monitored as per the guidelines
20. Shortfalls in advance deposits arisen at the time of rendering of bills, if not paid within 10 days from the date of rendering of bill are taken note by the Billing Clerk in movement register (Ref: DKS/CBS/FO/34) and 1<sup>st</sup> Notice of shortfall (Ref: DKS/CBS/FO/59) is issued to the party after 25 days after the rendering of the bill, and subsequently 2<sup>nd</sup> & 3<sup>rd</sup> Notice after every 15 days. Such shortfalls are also noted by the staff posted at Single Window System in OSC and daily statement of such outstanding are reported to traffic offices at ID/P& V with a view to appraise vessel Agents and ensure recoveries (Ref.: DKS/CBS/FO/19 & DKS/CBS/FO/67).

21. Shortfalls settled by the agents after the expiry of the interest free periods, attract interest @ 13% p.a. Interest is levied on the outstanding berth hire charges from the date of sailing of the vessel, and for other than berth hire charges, the interest is calculated from the date of bill. Interest bills are prepared in duplicate by the Computer section (Ref: DKS/CBS/FO/61)
22. In the event of vessel having not taken berth, advance deposits lodged for vessel's regulation remain unadjusted. When agents apply for full refund of PDR a confirmation regarding vessel's berthing or otherwise are obtained from Dy. Manager, ID/P&V Docks (Ref.: DKS/CBS/FO/36). IF Dy. Manager, ID/P&V Docks informs that vessel did not take berth then a confirmation regarding outstanding dues against the party is obtained from ledger section. If there are no dues outstanding then full refund is processed for payment. (Ref: DKS/CBS/FO/37)
23. If Vessel Agent raises dispute by written request with regards to the amount billed and claimed, the contentions are examined and if found correct, Credit Note (Ref: DKS/CBS/FO/38)/ Refund Voucher (Ref: DKS/CBS/FO/37) is granted on due verification by Audit.
24. On payment of shortfall or crediting refund due, vessel/barge related files are recorded and presented to Govt. Audit whenever demanded.

## **PROCEDURE INVOLVED IN RENTAL SECTION**

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Three types of Rental Bills are being prepared.

4. Rental Bills in respect of Customs occupied area.
5. Rental Bills in respect of area allotted to Government Agencies.
6. Rental Bills in respect of area allotted to Private Parties

For preparation of the Rental Bills the orders are received from the Traffic Manager regarding allotment of space to the various parties. Area allotted and rate charged to the party as per sanction of the Board/TR/TM as per particulars of D.S.R.

After preparation of the bill office copy forwarded to audit verification along with the file. After verification of the bill received from the audit section and same has been rendered and original and duplicate copy of the bill forwarded to concerned party.

The rental bills are prepared monthly, quarterly, half yearly and annually (nominal rental) as the case may be. Various types of correspondence with Audit Section and concerned parties as per their queries.

Some private parties pay advance payment by Cheque as per the area allotted on the basis of rate as per Docks Scale of Rate.

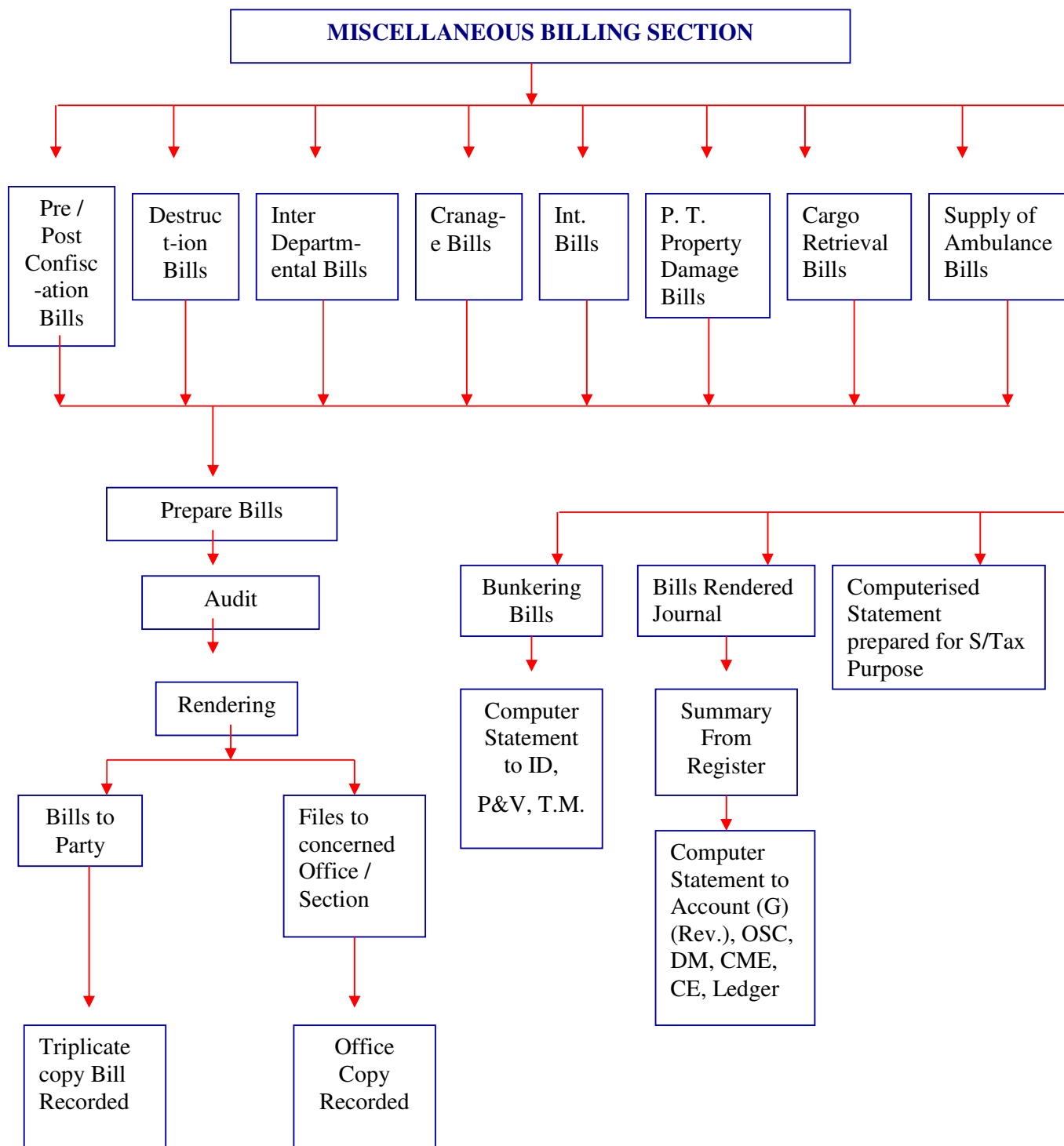
These advance Cheques are forwarded to the Book Keeper to keep in Suspense account of the party.



## **WATER CHARGES BILLS**

Water charges Billing Advice received from Sr. Ex. Engineer, G.W.S.D. and bills have been prepared accordingly to the concerned parties. Further procedure of the bill is same as per rental bill.

## Flow Chart



## **PROCEDURE INVOLVED IN** **MISCELLANEOUS BILLING SECTION**

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In Misc. Billing Section following eight types of bills are prepared and rendered as well as Bunkering statement, B.R.J. statement and Service Tax statement are prepared.

11. **PRE-POST CONFISCATION:-** Billing Advices along with handfile of Pre-post Confiscation charges are received from Sales Branch. Working Sheets and bills are being prepared as per Dock Scale of Rate and sent to Audit for verification. After obtaining audit verification bills are checked and finally bills has been rendered and original and duplicate copies of Sundry bills are sent to the Customs. Handfile along with working sheets is sent to Sales Branch and office copies are recorded.
12. **DESTRUCTION CHARGES:-** Billing Advices along with handfile of destruction charges are received from Dy. Manager, Cargo Accountal's office. Working sheet and bills are being prepared as per Dock Scale of Rate and sent to Audit for verification. After obtaining Audit verification bills are checked and finally bills has been rendered and duplicate copy of bill are sent to parties (In case party lodged deposit at Cash Office original, duplicate and office copies of bills are sent to Cash Office) Original copy of bill and working sheet is sent to Dy. Manager, Cargo Accountal and office copies are recorded.
13. **INTERDEPARTMENTAL BILLING:-** Billing Advices along with requisition letter from various departments are received from Dy. Manager, Hamallage. Bills are being prepared as per Dock Scale of Rate and sent to Audit for verification. After obtaining Audit verification bills are checked and finally bills are rendered. Original

and duplicate copies of bills are sent to concerned section/department with whom requisitions are received. Billing Advice are filed for record purpose.

**14.CRANAGE (F.C. SHRESHTHA):-** Billing Advices are received from Chief Inspector, Docks. Entries recorded in register. If crane is utilised for vessel purpose, Billing Advices are forwarded to Incharge Vessel Billing for preparing cranage bill. This section prepares bill if crane (F.C. Shreshtha) is utilised for other than vessel related purpose. Bills then rendered and original and duplicate copies of bills are sent to the party. Billing Advices are filed for record purpose.

**15.INTEREST BILLS:-** Interest bills (other than vessel related purpose) are raised if party does not pay the charges within 10 days after rendering the bills. Original payment advice received from Ledger Section along with stamp of scroll number and date of payment. On this basis interest bills are prepared for delayed period and sent to audit for verification. After obtaining Audit verification, bills are rendered. Original payment advices are sent to concerned section/offices.

**16.DAMAGE:-** Billing Advices along with handfile are received from those points/offices where damage occurs. Bills are prepared and sent to Audit for verification. After obtaining Audit verification bills are checked and finally bills are rendered. Original, duplicate and office copies of bills are sent to Cash Office along with handfile by rendering section vide transit memo.

**17.RETRIEVAL CHARGES:-** Billing Advices along with handfile are received from Indira Dock Office. Bills are prepared and forwarded for audit verification. After obtaining Audit verification bills are rendered and copies of bills are sent to the parties. Handfiles are sent to I.D. Office.

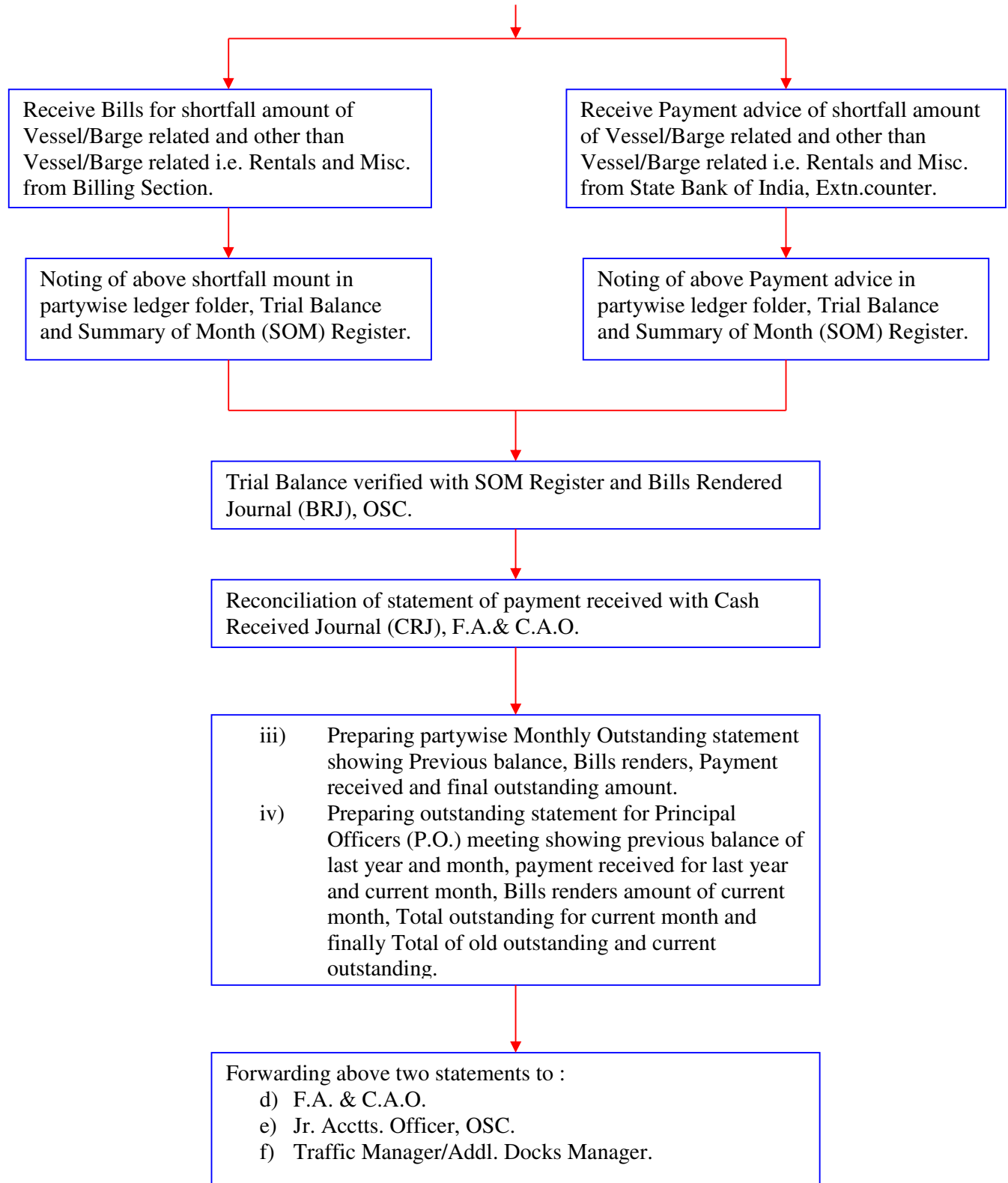
18. **AMBULANCE CHARGES:-** Billing Advices are received from Dy. Manager, Hamallage. Bills are prepared and sent to Audit for verification. After obtaining Audit verification bills are rendered and original and duplicate copies of bills are sent to the parties Billing Advices are filed for record purpose.
19. **BILLS RENDERED JOURNAL:-** Bills Rendered Journal statement is prepared as per summary sheets of vessel related and other than vessel related charges received from Rendering Section. Tallied B.R.J. and computerized statement of B.R.J. are forwarded to F.A. & C.A.O., C.M.E. and C.E. department. Office copies are recorded for record purpose.
20. **SERVICE TAX STATEMENT:-** Preparation of Service Tax statement on monthly bills rendered. Check if previous months Service Tax recovered from Ledger Section, computerized statement are forwarded to Incharge Service Tax. Office copies are recorded for record purpose.

## **PROCEDURE INVOLVED IN SERVICE TAX SECTION**

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3. Service Tax is periodically remitted to the Service Tax Authorities, Central Excise, Government of India for the service rendered to the various Port Users by 5<sup>th</sup> of every month. The services include vessel/barge related and other than vessel related. On the total value of the services rendered during a month, 10.3% (Service Tax and Education Cess) is levied. Similarly, in respect of total pre and post confiscation charges levied and recovered, destructions of cargo charges and crantage charges levied and recovered, wharfage compensation charges for the bulk oil passing through pipeline charges levied and recovered, retrieval of cargo from the dock basin, charged levied and recovered, the total value of all these charges are aggregated and on the total amount 10.3% Service Tax is applied. On arriving of correct figure of Service Tax as stated above the statement showing Service Tax payable to the Service Tax Authority is forwarded to Audit for verification and to draw cheque for like amount in favour of Service Tax Authorities. After verification, the cheque is drawn by the Financial Adviser & Chief Accounts Officer and the same is deposited with the Union Bank of India under challan format TR-6.
4. Further, this office is required to file half yearly Service Tax returns in the months of October and April every year. Previously this office used to file half yearly return on behalf of entire Docks Department collecting all information from various sub-offices. However, as per instructions of Service Tax Authority vide Public Notice No. 7/2005-Service Tax dated 1.3.2005, each sub-office is required to file individual return from the ensuing financial year. Accordingly, all the sub offices such as Dy. Manager, Container Terminal/OBL/Cargo Accountal, Asstt. Manager Incharge, Bunders have been suitably informed vide this office letter No. TM/OSC/ST/03/11532 of 2004-05 dated 21.3.2005 to file half yearly return to be filed in the month of October, 2005.

## **FLOWCHART OF LEDGER SECTION**



## **PROCEDURE INVOLVED IN LEDGER SECTION**

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Shortfalls in vessel/barge related bills and other than Vessel/ barge related Sundry bills are taken note in Sundry Debtors Ledger

8. After rendering bills are received in the ledger section for debiting. There are GLC codes No. 821 pertaining to vessel related charges & GLC-830 pertaining to bills towards damage/destruction/retrieval/rental etc. Payment receipts against the debited bills after bank scroll No. are entered in the credit side of the ledger. Journal Entries (Ref.: DKS/CBS/FO/39) & credit notes are also entered on the credit side. At the end of the month cumulative total of all the debits & credits of the month of individual parties are taken to arrive at net outstanding. (DKS/CBS/FO/40)
9. All the debits & payments are posted in the trial balance(DKS/CBS/FO/41) and are tallied with the SOM register, ledgers (DKS/CBS/FO/42) , Bills Rendered Journal (BRJ),O.S.C. and Cash Received Journal (CRJ), F. A. & C. A. O.
10. Debits and payments date wise for the month are posted in SOM register and are cross tallied with trial balance, Bills Rendered Journal (BRJ),O.S.C. and Cash Received Journal (CRJ), F. A. & C. A. O.
11. Statement for each GLC is prepared showing partywise debit/credit and outstanding. Total debits credits & outstandings are cross-tallied with SOM & trial balance. Finally, monthly summary statement is prepared. (DKS/CBS/FO/43)
12. All individual payments receipts are entered with bill Nos.in a register. Total collection for the months is tallied with SOM register. The register is maintained codewise (Ref.: DKS/CBS/F/44).
13. Cheques received in advance for bills to be rendered are sent to Book-Keeper for keeping in Suspense account. On rendering of bills a self drawn cheque is called for to adjust it against the outstanding bills. Such Cheque is deposited in the Bank with bill detail Form (DKS/CBS/FO/62).
14. Payment Advice (Ref. : DKS/CBS/FO/60) / Shortfall Bills are received from the Bank with scroll no. on the next day of payment & statement is prepared of such payment (DKS/CBS/FO/63) to forward the same to Sr. Accounts Officer, OSC & other concerned staff.



## **PROCEDURE INVOLVED IN MOT SECTION**

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12. Cargo related wharfage charges are recovered as per provisions of MOT Scale of Rates dated 16.11.97 in Centralised Billing Section, OSC.
13. There are four major operators viz. M/s IOCL, BPCL, HPCL and ONGC through whom major portion of traffic is handled at MOT/Pir Pau. Three PSU oil companies M/s HPCL, BPCL, IOCL maintain Personal Deposit Accounts for the purpose of payment of MOT wharfage on Pol / Non Pol Cargo handled at MOT / Pir Pau and avail debit/credit facility towards transactions carried out on their account. Replenishment of P.D. Account is done as and when required. Wharfage is recovered on the basis of actual quantity handled as shown in the documents produced as referred to at Sr. No. 5 & 6 of this office Work Instruction.
14. A Control Ledger (Ref: DKS/CBS/FO/45) is maintained showing arrival/departure of vessels berthed at JD/NPP, name of product discharged/loaded on the basis of daily movement reports received from JD/NPP, Dock Master. Manifested quantity furnished in IGM/EGM is also noted down and checked with reference to charges billed.
15. The other private parties are required to produce Customs attested documents i.e. B/E, Shipping Bill and have to complete octroi formalities before approaching this office for payment of wharfage related charges towards POL/Non-POL products handled at MOT/Pir Pau.
16. Before arrival or within 7 days of the sailing of vessel chartered by PSU oil companies, such companies are required to come forward with provisional Payment Advice (Ref: DKS/CBS/FO/46) showing quantity scheduled to be handled on their account and with request to debit charges through their P.D. Account. Charges are assessed provisionally by feeding relevant information in computer and debited through Personal Deposit Account. A computerised worksheet showing charges debited through P.D. Account (Ref.: DKS/CBS/FO/47) and daily Debit/Credit summary is sent to Sr. Accounts Officer Revenue Audit for verification (Ref: DKS/CBS/FO/48)
17. Three PSU Oil companies are required to produce Advice for final payment with Customs attested out-turn report/Ullage Report/ Intake Certificate (Ref: DKS/CBS/FO/49) within fifteen days from the date of their chartered vessel's sailing. Once Ullage report showing actual quantity as certified by Customs is received, charges

towards actual quantity handled are billed and if it results in shortfall, the shortfall is debited through P.D. A/c on due verification of the bill by Audit (Ref. : DKS/CBS/FO/50).

18. Recovery of stamp duty @ 0.1% of the total amount (Assessable value + Custom Duty + other charges if any) on the vessels berthed at JD/PP.
19. If the bill results into refund, Refund Voucher is prepared and all relevant documents with certified R.V. is sent to Sr. Accounts Officer, Revenue Audit, for verification and payment (Ref. : DKS/CBS/FO/51).
20. In case of private parties, Bill of Entries or Shipping Bills are first submitted to this section for payment of wharfage charges on the basis of which bill is generated. The private party then pays the charges through a cheque to the Payment Section, CBS, OSC. MOT Wharfage daily collection through P.D. A/C – Private parties is intimated to Sr. Accounts Officer Revenue Audit by payment section.
21. The refund claims arising out of short receipt or short loading of cargo by parties are processed separately as per the provisions of T.R. No. 276 dated 27.08.91. The parties who claim refunds have to submit application in triplicate in the prescribed form alongwith original copy of bill, Port Trust copy of Bill of Entry or Shipping Bill, original Customs attested outturn position etc. The claims are processed and refunds are passed by the Sr. Accounts Officer, Remission. The refund amount is either credited to the P.D. Account of the parties or in absence of any such account, cheques are issued in favour of parties.
22. The periodical statements that are prepared and sent to the Traffic Manager's Office are as under :
  - g) Weekly statement showing quantity of bulk cargo discharged/loaded at Jawahar Dweep/Pir Pau and revenue (wharfage charges) earned thereon (DKS/CBS/FO/52).
  - h) Monthly Statement showing quantity of bulk cargo discharged/loaded at Jawahar Dweep /Pir Pau and revenue (wharfage charges) earned thereon (DKS/CBS/FO/53).
  - i) Monthly Statements showing the flagwise break-up of dead weight tonnage of Import/Export of POL/Non-POL traffic handled at Jawahar Dweep/Pir Pau (DKS/CBS/FO/54).
  - j) Yearly statement showing quantity of bulk cargo discharged/loaded at Jawahar Dweep/Pir Pau and revenue (wharfage charges) earned thereon (Ref.: DKS/CBS/FO/55).

- k) Yearly Statement showing the flag wise break-up of dead weight tonnage of Import/Export of POL/Non-POL traffic handled at Jawahar Dweep/Pir Pau (Ref.: DKS/CBS/FO/56).
- l) Daily Statement showing the stamp duty collected is to be forwarded to Revenue Audit/Cash Supervisor.

## INTRODUCTION

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**Book-Keeper's Section comprising of Book-Keeper (Asstt. Office supdt.), Asstt. Cashier, OSC (Sr.Asstt), 2 Jr.Assistants and 1 Clerk Gr.II (Outdoor), is working under Dy. Docks Manager, OSC.**

Nature of work/duties of the staff is as under:

### **BOOK-KEEPER (ASSTT. OFFICE SUPDT.)**

9. Maintenance of Docks Miscellaneous Deposit Account (No. 1000015609).
10. Maintenance of Register of Credit/Debit Vouchers (Reg.No. D.599 B)
11. Opening of Personal Deposit Accounts for payment of cargo related charges at Cash Offices, Closure of P.D. Accounts and partial withdrawals from the P.D.Accounts.
12. Processing of applications from the P.D. Account holders for Cheque Drawing Facility.
13. Processing of applications from the P.D. Account holders for Change in Name/Change in Address.
14. Issuing of Credit Balance Certificates to P.D. Account holders.
15. Verification of Daily Cash Collection Register maintained by Asstt. Cashier, OSC.
16. Verification and Franking of Delivery Orders for goods sold in Auction.

### **ASSTT. CASHIER, OSC (SR. ASSTT.)**

9. Maintenance of Imprest/Contingent Account. (Reg. No. D.365 B)
10. Payments/Reimbursement of various vouchers of Officers and Employees.
11. Recoupment of Imprest/Contingent bills.
12. Preparation of Paysheet and Payment of Conveyance Bills of the Employees.
13. Receiving of payments of Sundry Charges viz. Sale of D.S.R./B.S.R., List of Hazardous Goods (Dangerous Cargo), Sale Lists, Tender Sets, Licence Fees for allotment of space for temporary stall, etc. (Bank Remittance Book – No.D 1343.B and Chappa Book – No. D 123 B)
14. Payments of Refunds below Rs.1000 against Petty Deposits lodged by the parties at the Cash Offices, for payment of P.T. charges etc.

15. Banking of Cheques collected at various Revenue Collection points at Docks and Bunders.
16. Maintenance of Daily Revenue Collection Register (No. D.71 B)

(Clerk Gr. II (Outdoor) assists the Asstt. Cashier for Banking of Cheques and Maintenance of Daily Revenue Collection Register.)

### **JR. ASSISTANTS**

1. Maintenance of Sale Warehouse Account (No.100001560900).
4. Maintenance of Cash Collection Register of Auction Sale(Regn.D 287 B Rev)
5. Banking of E.M.D./B.S.P. and Sale Deficits cheques (Book No.D 1344 B and D 1272 B/Rev.)
6. Maintenance of Sales Tax Register (No.D.1273 B)
7. Maintenance of Individual Sale Register (D.247 B)
8. Remittance of Monthly Sales Tax/VAT and Octroi on cargo sold in Auction and filing of Annual Returns thereof.
9. To attend Sales Tax Office for assessment.

## **PROCEDURE INVOLVED IN BOOK KEEPER SECTION**

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7. Cheques received from the Sectional offices for keeping in miscellaneous deposit account are endorsed to Asstt. Cashier, OSC for banking. Asstt. Cashier, OSC, prepares remittance slip and deposits the cheque in the SBI Extn. Counter. On receipt of bank confirmation, Book- keeper prepares credit voucher and makes necessary entry in the Register No. D 599B and returns the papers to the respective office alongwith remittance slip (receipt). On receipt of request for withdrawal of the amount for adjustment, Debit Voucher is prepared for the amount and necessary entry is made in the register and cross entry is taken against the credit voucher against which the amount is withdrawn. Thereafter a cheque for the said amount is prepared and entered in the cheque register and submitted to the Bills Supervisor/Dy. Docks Manager (authorized signatories) for signature. Thereafter cheque alongwith batch of papers received from the office concerned is returned for further necessary action. At the end of the month a statement is obtained from the bank and the account is tallied by preparing a reconciliation statement, which is audited by the revenue audit. Original copy of the reconciliation statement is forwarded to the Jr. Accounts Officer, Revenue Audit for information and necessary action.
8. On receipt of an application for opening of a P.D. account alongwith requisite documents (list No.1) the same is submitted to the Bill Supervisor/ Dy. Docks Manager(OSC) for approval. On approval, the party is informed to approach the Cash Supervisor, Docks, alongwith P.O./D.D. for Rs.1000/- being the minimum balance to be maintained in the account. A copy of the letter is endorsed to Cash Supervisor, Docks. for opening of P.D. Account at the Cash office.
9. On receipt of an application for either closure of P.D. account or partial withdrawal from P.D. Account the same is put up to Bills Supervisor for information and orders to process party's request. On approval, the party's application is forwarded to Cash Supervisor, Docks, for confirmation of balance and status of the P.D. account. On receipt of confirmation, all the offices concerned are requested to intimate this office within 7 days as to whether any dues are outstanding against the party. After receipt of the confirmation, their request is once again forwarded to Cash Office for raising Debit Order in the books of the party and return. On return a refund voucher is prepared for the balance amount and

forwarded to Jr. Accounts Officer, Revenue Audit for verification and certification for payment. Revenue Audit (Remission Cell) in turn prepares a Green Voucher for payment to the party. Green Voucher is then forwarded to Jr. Accounts Officer (Cash) for payment to the party.

10. On receipt of application from the P.D. account holder for grant of cheque drawing facility together with required documents (list 2) the same is submitted to the Bills Supervisor/ Dy. Docks Manager O.S.C. for information and orders to process party's request. On verification of the documents submitted and if the volume of the work and the amount involved are considerable, a confidential report is called for from their bankers as to the standing and means of the party. On receipt of the confidential report the entire batch of papers is forwarded to F.A. & C.A.O. for perusal and approval. On receipt of the approval party is informed accordingly and copies of the said letter is endorsed to concerned offices for information and necessary action.
11. On receipt of application form the P.D. Account holder together with the required documents (list 3) the same is submitted to Bill Supervisor for information and orders to process their request. Thereafter all the concerned offices are requested to furnish if any dues are outstanding. On receipt of their reply, the entire batch of papers forwarded to C.L.O. & A. for his advice. If any party intimates this office about the change of address the same is informed to all the concerned offices for necessary action.
12. Cash Office, I.D. forwards a statement of balance at the end of the financial year. This office on request by the account holders', issues credit balance certificate.

## **PROCEDURE INVOLVED WITH ASSTT. CASHIER**

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### **2. MAINTENANCE OF IMPREST/CONTINGENT ACCOUNT :**

A Contingent Account of Rs.2 lacs is maintained by the Asstt. Cashier, OSC for payment /reimbursement of various expenses of Officers and employees viz. Out of Pocket expenses for attending Court, Tea-Snacks Bills, News Paper Bills, Telephone Bills and Medical expenses costing below Rs.500. Expenditure for purchase of stationery items and stocked/non-stocked items against the Budget provisions and with the sanction of the competent authority. Expenses towards Revenue Stamps and Postage etc.

A plain register is maintained for accounting daily Cash Receipts, various payments and closing balance (i.e. cash in hand).

Register (No. D 365 B) is maintained to account cash receipts by way of Recoupment of imprest bills and reimbursement of Contingency Bills of Revenue Stamps. Payment of various vouchers and expenditure incurred for purchase of stationery or other incidental expenses. The advances issued and all vouchers of payments made are entered in this register serially and closing balance (i.e. cash in hand) is tallied every day.

### **3. PAYMENTS/REIMBURSEMENT OF VARIOUS VOUCHERS :**

Payment of advance of purchase of Revenue Stamps and postage expenditure is made as per request from concerned office.

Payment of Tea-Snacks Bills, News Paper Bills and Telephone Bills of the Officers and reimbursement of Out-of pocket expenses for attending the Court is made on voucher on the basis of original bills, statements duly verified by the concerned officers. The reimbursement of medical bills costing less than Rs.500 is made as per the RME form with the recommendation of concerned Medical Officer with prescription and original bills.

Payment of other incidental expenses and/or a advance of for purchase of stationery, or other stocked/non-stocked items against Budget provisions is made on sanction of the competent authority and original bills duly verified by the concerned officer.

All payment vouchers are entered in imprest register with serial numbers.



### **3. RECOUPMENT OF IMPREST BILLS/ CONTINGENCY BILLS :**

- c. A weekly statement of imprest bills (i.e. particulars of expenditure) is prepared and forwarded to F.A. & CAO, alongwith allocation sheet and all vouchers for verification and recoupment. On passing the imprest bills by audit the amount is collected from the FA & CAO's Cash Office.
- d. The periodical statements of Revenue Stamps used by various Revenue collection centers/offices are received and posted in Contingency Register with voucher No. These statements are also posted in separate register and verified. A summary statement of Revenue Stamps with details of previous balance, fresh issued, used and closing balance is prepared and sent audit for verification and reimbursement. On receipt of audited copy of the above statement (i.e. passed voucher) amount is collected from the FA & CAO's Cash Office. In case of bulk users of Revenue Stamps i.e. Cash Offices I.D. and P.& V. Docks and Bunders audited copies of statements (i.e. passed vouchers) are received and amount is received from FA& CAO's Cash Office, thereafter.

### **4. CONVEYANCE BILLS :**

Conveyance bills received from the Class III and Class IV employees are forwarded to FA & CAO with list of employees (i.e. paysheet) and allocation sheet in duplicate. On passing by audit amount is collected from the FA & CAO's Cash Office alongwith audited Paysheet and paid to the employees concerned under acknowledgement. Audited paysheet is returned to Cash Office thereafter.

### **5. RECEIVING PAYMENT OF SUNDRY CHARGES:**

Payments of Sundry charges towards issue of duplicate bills, sale of Tender Sets, sale lists, Copies of D.S.R., B.S.R. and List of Dangerous Goods (Hazardous Cargo) are received on Chappa Book or Bank Remittance Slip. Payment received on Bank Remittance slip is directly remitted in SBI Extn. Counter at OSC. A statement showing summary of amounts remitted at SBI Extn. Counter is prepared for accounting purpose everyday. Amounts received after Bank hours and on Bank holidays are remitted to Chief Cashier, Docks on Remittance Slip.

### **6. PAYMENT OF REFUNDS BELOW RS.1000.**

Payment of Refund Vouchers below Rs. 1000 against the Petty Deposits lodged by parties at the Cash Offices for payment of Port Trust charges and damage Port Trust property are made from this Section. On receipt of Refund Voucher from the Cash Supervisor, it is noted in a register. Chief Cashier, Docks is advised to deposit the amount equal to the R.V. in Miscellaneous Deposit Account from the

daily revenue collected. A entry to that effect is taken in Daily Cash Collection Register. On confirmation of the credit of the said amount in Misc. A/c R.V. alongwith papers and register is passed on to the Book-keeper for C.V. and D.V. entries. A cheque is prepared thereafter with a entry in cheque book register and refund is paid to the party under acknowledgement on R.V. and also on stamped receipt on party's letter head in exchange of original Petty Deposit Receipt. Original R.V. is then sent to Revenue Audit for record.

**7. BANKING OF CHEQUES COLLECTED AT VARIOUS REVENUE COLLECTION POINTS OF THE DOCKS AND BUNDERS:**

Cheques collected at all Revenue Collection Centres of Docks and Bunders are kept in safe custody of Asstt. Cashier OSC, every day. On next day morning all cheques are sorted out in Revenue Cheques and Octroi cheques drawn in favour of Municipal Corporation separately. Revenue cheques drawn in favour of Traffic Manager, Mb.P.T., which are deposited in Revenue Account No.100016088 of Mb. P.T. at State Bank Of India are again sorted out in Main Branch, (SBI), Cheques above Rs. One lakh meant for High Value Clearance and General Clearance.

Separate vouchers (pay in slips) are prepared for Revenue and Octroi cheques, Misc. A/C (Docks) No.1000015609 and Sale Warehouse cheques A/c No.10001560900 if any.

**8. MAINTENANCE OF DAILY REVENUE COLLECTION REGISTER  
(NO. D 71B):**

The Remittance slips (No. D 708B) prepared by the Cashiers at all Revenue Collections Points and Cash Offices are received at this Section through Cash Office, I.D. along with statements of Revenue, Octroi collected at all points and Octroi and Service Tax debited through P.D. Accounts. Similar statements are received from Cash Office P.& V., C.B.S. and M.O.T., OSC. On the basis of this information all respective entries are made in the register. The Cash and Cheques on account of Revenue and Octroi are tallied. The statement showing the total collection of Octroi and 97% Octroi payable to Municipal Corporation of Greater Mumbai after deducting 3% commission of Mb.P.T. and another statement of showing the details of Revenue under different heads (viz. Dock Revenue, Service Tax, Education Cess, Stamp Duty, and Administrative charges), Statement of details of collection are prepared and the Register is sent to Chief Cashier, Docks and then to Revenue Audit along with allocation (i.e. advice of collection paid into the Bank) for verification and return.

## **PROCEDURE INVOLVED WITH STAMP DUTY SECTION**

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The Government of Maharashtra vide Gazette Notification No. Mudrank-2004/3518(03)/CR-58/M-1/ dt. 07.02.2004 has authorized the Mumbai Port Trust to recover the stamp duty on imported goods so as to mitigate the difficulties faced by the Port users/Importers. Accordingly, Mb.P.T. commenced the recovery of stamp duty in the month of February 2004 for the import cargo delivery effected through Mb.P.T. and from September 2004 for the import cargo delivery effected through other than Mb.P.T. at O.S.C.

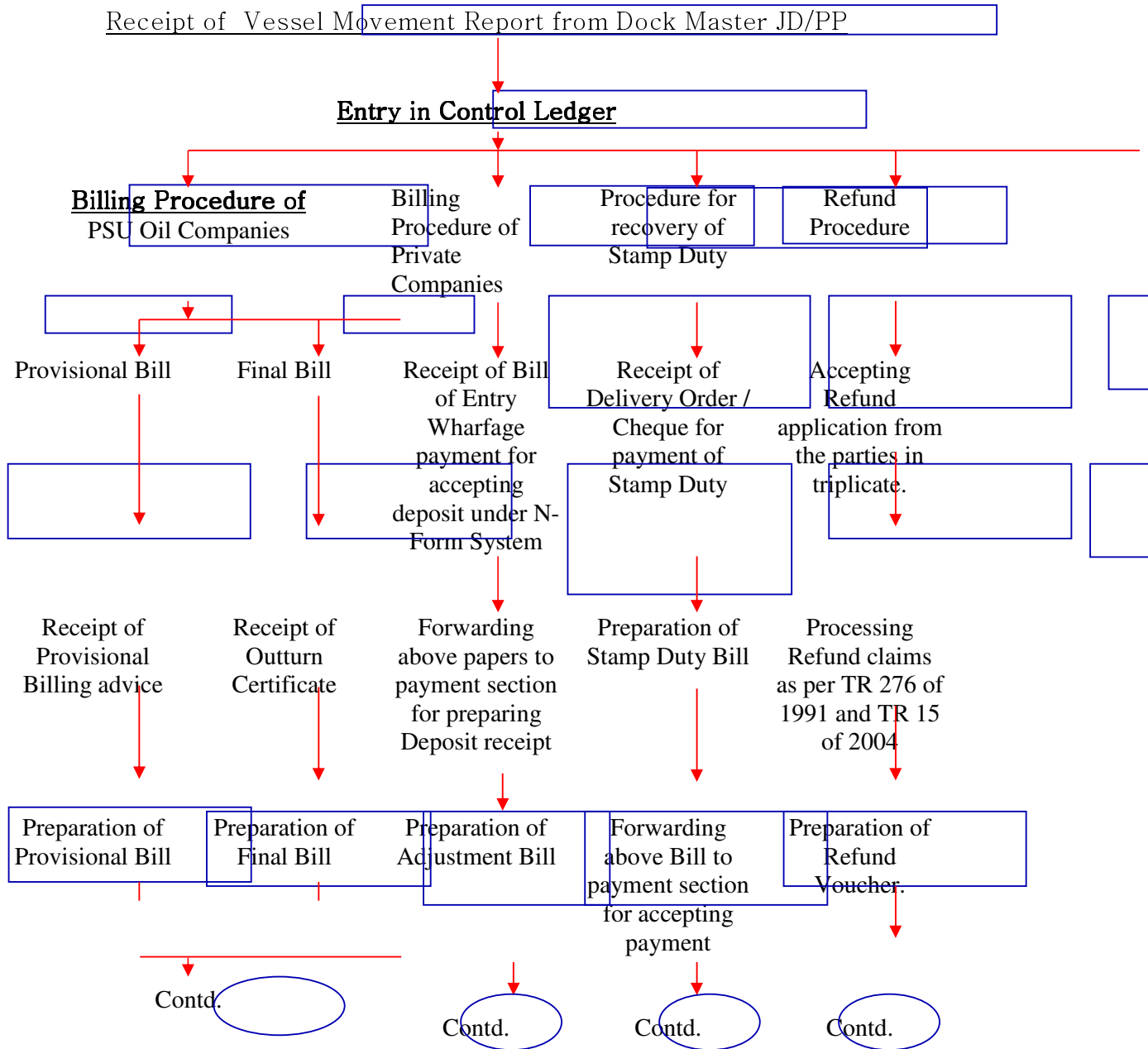
CHA's/Importer's present a duly filled in Receipt Form for franking/ Recovery of stamp duty on imported delivery orders, which are verified by the Asstt. Shed Supdt. with the Bill of Entry and Delivery Order.

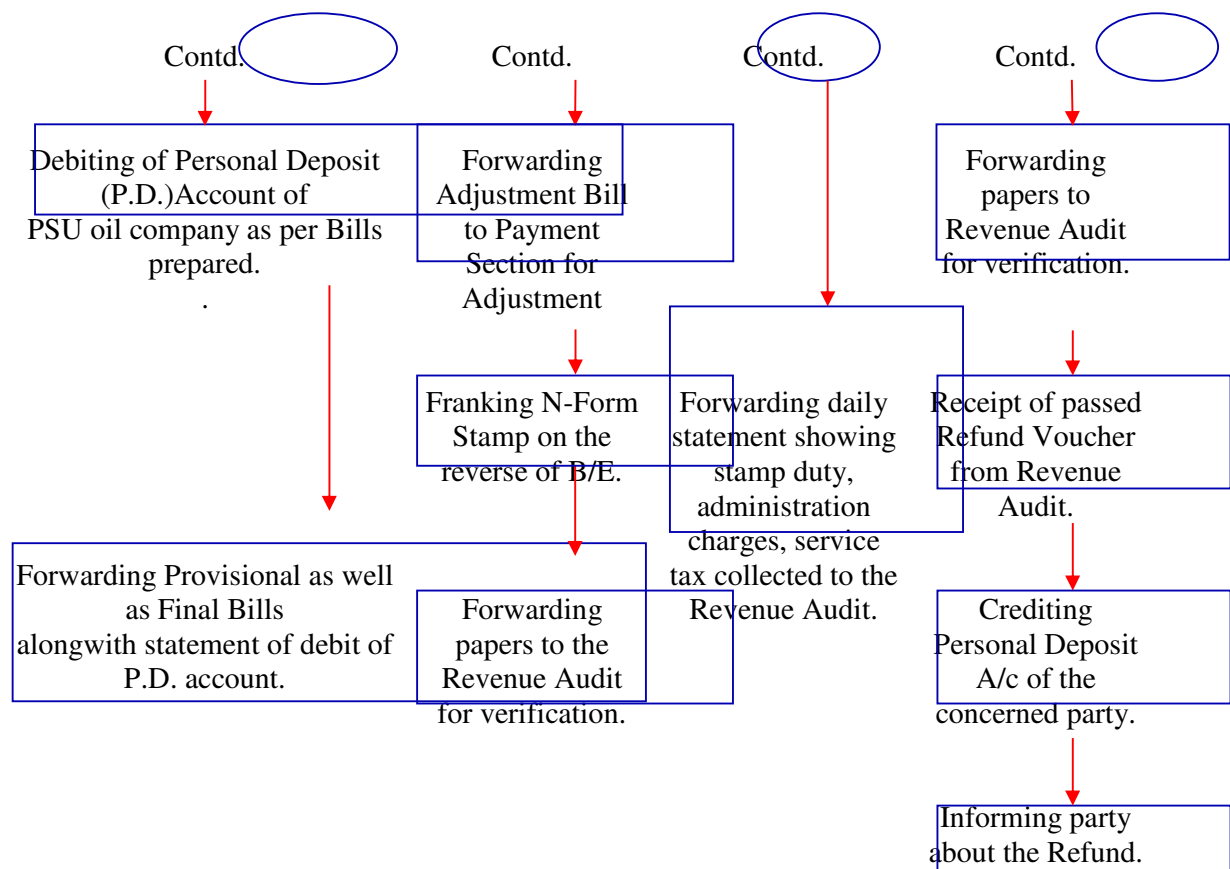
After verification of Stamp Duty receipt form, Administration charges + Service Tax + Education Cess are added to the Stamp Duty Amount and the same is entered in the Stamp Duty Register. On collection of the Cash/Cheque/DD. the Stamp Duty Amount is franked on the Import Delivery Order submitted by the CHA And the duly signed & stamped receipt is issued to CHA/IMPORTERS.

At the end of the shift tally of the cash & cheque is being done to remit the same to the cash office and two print outs of the same are removed and one is pasted in the register for verification of the same by the stamp duty authority and the other is sent to Sr. Accounts Officer, Revenue Audit for audit verification.

Daily statement showing s/duty collection for the day is being prepared to send it to the Revenue Audit & DY DOCKS MANAGER, OSC for information and necessary action.

## FLOWCHART OF M.O.T. SECTION







# OFFICE OF DEPUTY MANAGER ON BOARD LABOUR

Dr. Babasaheb Ambedkar Bhavan,  
4<sup>th</sup> Floor, North Wing, Indira Docks.



(General Administration, Establishment,  
Legal & Vigilance Section)



## WORKING MANUAL



\*\*\*\*\*

Shri P.P. Phansekar,  
Dy. Docks Manager

Phone No. 5656 5675

Shri R.S. Ghadawale,  
Secretary (OBL)

Phone No. 2261 5955

5656

5676

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**ADMINISTRATIVE SET UP**

**DEPUTY DOCKS MANAGER**

**SECRETARY**

**OFFICE SUPERINTENDENT**

**ASSTT. OFFICE SUPERINTENDENT**

**A**

**B**

**C  
D**

Sr. Steno - 1  
Sr. Asstt. - 2  
Jr. Asstt. - 4  
Clerk - 3  
Jr. Clerk - 2  
Daftary - 1  
Jamadar - 1  
Naique - 1  
Peon - 2  
Sweeper - 1

Jr. Asstt. - 3  
Clerk - 2  
Peon - 2

Jr. Asstt. - 1  
Clerk - 2  
Dock Clerk - 2  
Peon - 1

- A) GENERAL ADMINISTRATION
- B) ESTABLISHMENT
- C) LEGAL
- D) VIGILANCE

## **A) GENERAL ADMINISTRATION**

### **FUNCTIONS**

14. Maintenance of Inward & Outward Register
2. Attend to correspondence received from:
  - a) Ministry, through Chairman/Dy. Chairman/TM's office
  - b) Vessel Agents/Port Users Labour Union/s, SC/ST Association, ex-employees as well as from, and other departments, such as Secretary, Vigilance Department, Legal, CWO, Accounts, CPIRM, etc. and other sections of the Docks dept.etc.
  - c) employee/ex-employee  
&  
Preparation of notes/drafts for Board proposals and Office Orders/  
Circulars.
3. Maintenance of Board Meeting TR/Agenda.
4. Compilation of Statistical information.
  - (i) Processing of final settlement cases
  - (ii) Processing of Pension Option cases under TR-45 and Ex-gratia & Family Pension cases
7. Processing of applications for out-of-Turn employment on compassionate grounds.

8. Processing of applications for obtaining Passport, NOC to travel abroad and Foreign Assignment.
9. Processing of applications for change in Registration record.
10. Disbursing of Petty Cash Expenses.
11. Maintaining of Reservation Roster.
12. Miscellaneous.

## **B) ESTABLISHMENT**

**(Indoor Class III & IV employees of OBL Section)**

### **FUNCTIONS**

3. Maintenance of Service Sheets, Attendance and Leave Records
4. Preparation and maintenance of Personal Files
5. Preparation of Annual Confidential Reports (ACRs) of Class III employees.
6. Preparation of Monthly Pay-Sheets and Supplementary Pay-sheets.
7. Computation of Income-tax
8. Processing of applications for various Advances.
9. Processing of various loans.
10. Processing of various claims.
11. Maintenance of register for cadre-wise staff strength.
12. Maintenance of seniority of all ex-BDLB employees
13. Promotions.
14. Assured Career Progression (ACP) Scheme
15. Maintenance of Retirement Register.

16. Voluntary Provident Fund (VPF)
17. P.F./Gratuity Nomination Forms.
18. Benefits extended to the employee from the Centenary Commemoration Fund (CCF)
19. Miscellaneous.

## **C) LEGAL**

### **FUNCTIONS**

#### **1. High Court Matters**

Attend to Writ Petitions filed by the ex-stevedores and Labour Union, Filing of suits against the ex-stevedores, etc.

#### **1) Conciliation proceedings before the Regional Labour Commissioner (RLC)**

Attend to conciliation and other matters with RLC

#### **3. Industrial disputes raised before the Central Govt Industrial Tribunal (CGIT).**

Attend to industrial disputes referred to by the Before the CGIT

Case files are prepared for each case separately and all the relevant documents are filed in respective case files. A register is maintained for cases filed for High Court and CGIT matters separately. The hearings of the cases are attended in respective court as well as CGIT as per information received from Legal Department. Parawise comments are being prepared and on approval of the Dy. Docks Manager (OBL) forwarded to the Solicitors/Advocate through legal department. As and when required conferences arranged with the Advocate are being attended. Also affidavits in reply are being finalised in consultation with the Advocate/Solicitors of the Board and declared in the Court.

## **D) VIGILANCE**

### **FUNCTIONS**

18. Receiving cases of misconduct under MbPT Employees (Conduct) Regulations 1976/Criminal (Vigilance Related) Cases and registering the same.
- Maintenance of Vigilance case files/registers
  - Processing of General cases (Criminal/Court).
  - Attending the cases of employees kept under Suspension.
  - Processing of cases of Unauthorised absence for Class III (indoor and outdoor).
- (vii) Attending Appeal Petition/Review Petition preferred by the Ex-Employee against penalty order imposed.
- (viii) Miscellaneous

### **PROCEDURE**

#### **A) GENERAL ADMINISTRATION**

##### **1. Maintenance of Inward Register:**

- i) All correspondence received from outside parties, such as Vessel Agents/Port Users, Labour Unions, Courts/ CGIT, ex-employees as well as from Minisstry, through Chairman/Dy. Chairman/TM's office, and other departments, such as Secretary, Vigilance Department, Legal, CWO, Accounts, CPIRM, etc. and other sections of the OBL Docks dept. are received and recorded in the Inward Register.
- Rubber stamp with date and running number is affixed on the letter and put up to the Dy. Docks Manager/Adm. Officer, as the case may be, for perusal and written instructions
- The correspondence is further scrutinized as (a) for record purpose, (b) for forwarding to the concerned internal sections/other departments (c) for reply and (d) for initiating action.

- The correspondence for record is filed in concerned subject file and the correspondence to be forwarded to the Adm. Officer is taken note of in the Inward Register. Correspondence for forwardal to other Officers of the sections concerned is given to the Despatch Clerk and a note of the outward nos. is made in the Inward Register

### **Maintenance of Outward Register**

Correspondence to be sent to outside parties, other departments, internal sections and office orders/instructions is entered in Outward Register and after registering outward numbers, the same are dispatched to the respective parties/section/department. The copies of such outward correspondence are recorded with concerned subject files.

## **2. Preparation of replies to various correspondence, notes/drafts for Board proposals and Office Order/Circular :**

- (j) Draft replies to correspondence from Ministry/outside parties and notes/draft for Board proposals are dictated by the Dy. Manager or the Adm. Officer.
- (k) After approval, the fair notes/draft for Board proposals are forwarded to Traffic Manager's Office for his approval and further necessary action
- (l) Para-wise comments on various Writ Petitions, Court/CGIT/RLC matters and connected correspondence are dictated by the Adm. Officer and on approval of the Dy. Manager (OBL) are forwarded, through the Legal dept./Advocates. Office Order/Circular are prepared, endorsed and forwarded to the concerned internal sections for the information of section officer / staff and for notification of all the employees. The copies of all such correspondence are recorded in concerned subject files.

## **3. Maintenance of Board Meeting TR/Agenda :**

Copies of Board Meeting TR/Agenda received from Secretary Department are put up to Dy. Manager (OBL) for his perusal and then recorded in concerned subject file.

## **4. Compilation of Statistical information :**

- i) Forwardal of Monthly as well as Annual reports in respect of
  - (a) Scheduled & operative strength of on board labour/supervisory

staff and office staff

- (b) Cargo-wise tonnage handled, no. of containers stuffed/destuffed, piece-rate paid to workers and man-shifts utilized for cargo handling, after compilation of the same
- ii) Forwardal of monthly as well as periodical reports in respect of Stoppage of work and loss of manpower after compilation of the statements received to this effect from the internal sections
- iii) Compilation of statistical information for review of stevedoring rates, manning scale of operative labour, piece-rate scheme, datum line, round-the-clock working, payment of night weightage, etc.
- iv) Forwardal of monthly as well as well as periodical statements to the Accounts dept. towards Salary & Wages Expenditure and strength of class III & IV employee allocated to various sections, by compiling information from internal sections
- v) Preparation and forwardal of Budget as well as Revised Estimate towards budgetary provision to Account Department for further process.
- vi) Preparation of draft Annual Administration Report of CH.MbPT. Account by compiling information received from internal sections and forwardal to Accounts Department after approval of Dy. Manager (OBL).

## **5. Processing of Final Settlement cases**

### **In case of retirees**

- (x) The employees due for the retirement during the next calendar year are identified, six months in advance and individual Retirement Notice in the prescribed format (**Form No. A-1**) is given.
- (xi) The PFG/C notification of such employees i.e. intimation regarding cessation of service due to attaining the age of superannuation is issued three months in advance and forwarded to all relevant sections. (**Form No.A-2**)
- (xii) Pension form set (**Form No. A-3**) duly filled along with four joint photographs (3" x 2" size) with wife and four single photographs duly attested and option for pension (**Form No.A-4**) to settle under Government definition of pay are obtained from the retiring employee three months in advance. In case

employee is governed by Contributory Provident Fund (CPF) and do not want to opt for pension option for the same in advance during his service period only should be obtained.

- (xiii) On receipt of recovery statements from the sections concerned, consolidated statement is prepared.
- (xiv) Leave & absence particulars from date of appointment till date of retirement is prepared to work out qualifying service for gratuity and pension.
- (xv) Vigilance Clearance is obtained and terminal dues are processed
- (xvi) Preparation of P.F. recommendation and forward the same to the PF section alongwith recovery statement, vigilance clearance
- (xvii) Preparation of working sheets on system in respect of Pension/ Gratuity72/DCRG/Commutation of pension recommendation and forward the same along with Pension Form in the prescribed format (**Form No. A-5**) and all papers as per the list provided are forwarded to the Pension branch of the FA & CAO for audit and verification
- (xviii) In case of audit queries, if any, the same are attended to.
- (xix) On receipt of identification memo from the FA & CAO, the employee is intimated of the same and advised to collect terminal dues and PPO Book from the FA & CAO's dept. on the last working day. Pension and Gratuity amount is paid by ECS in his Bank's Pension Account, as per the particulars furnished by the employee alongwith Pension Forms.
- (xx) After his last day's attendance, file is sent for Final settlement and Gratuity to be reprocessed if there is any change in the last pay drawn. The Service Sheet and Gratuity calculation is forwarded to the Pension Section.

**In case of death while in service cases**

- i) On receipt of claim from the relatives of the deceased employee, the claim for pension and duly filled in documents, as per the list provided, such as, Pension Set (**Form No.A-6**) and for P.F.(**Form No.A-7**) P.F. recommendation along with copies of the required documents from this office record as well as documents received from the claimants and recovery statement from all section are forwarded to the P.F. Section for settlement.



- ii) The set of pension forms along with relevant document from this office records and documents received from the claimant as per list provided are forwarded to Pension Section after audit verification.

**In case of medically incapacitated, voluntary retirement and resignation, removal cases**

- Above cases are submitted to the Docks Manager in case of Class IV employees and to the Traffic Manager in case of Class III employees, for approval.
- On receipt of approval, employee concerned is informed regarding his cessation of the service and PFG/C notification is issued and forwarded to all sections concerned. The P.F. recommendation of these cases are then forwarded to the P.F. Section for settlement.
- Four joint photographs with wife and four single photographs along with Pension Forms set, duly filled are taken from them except resigned and removed cases and processed as per the procedure applied in the case of normal retirement. Three months notice pay equivalent to the three month's salary is to be recovered from resigned employees who resigned before giving prior notice and they are not entitled for pension.
- After receiving compulsory retirement, removal or dismissal order of the employee from the competent authority PFG/C notification is issued and forwarded to the all concerned sections. After receiving recovery statement from all sections, P.F. recommendation is prepared as in the case of retirement and forwarded to P.F. Section. Gratuity is to be processed and forwarded to the P. F. Section in case of employee governed by CPF and to the pension section in other cases, only after the claim is received from such employees. In case of removal/dismissal, they are not entitled for pension.
- For Pension and Gratuity calculation, EOL of the entire service is to be worked out and EOL statement prepared except the EOL on account of sickness supported by Mb.P.T. Hospital Certificate. Family details from Pension Set and Service particulars from Personal File to be entered in computer system. Then print of last 90 days worked and 10 months earnings to be printed and corrected as per actual working days. The correction to be made through Computer Data. Then to process and take print of Pension Calculation, Family Pension Calculation, Brief History, Qualifying Service,

Gratuity Calculation, Ten Months earning, 90 days earning. The details of pension and Gratuity recommendation to be filled on the "F" Form of Pension. Then to prepare bunch of papers as per the list prescribed and to send to FA & CAO for further necessary action.

- The Identity Card & Medical Aid Registration Card must be taken from the employee and to be kept on the record in the Personal File.
- The prescribed form (**Form No. A-8**) for the Medical Aid after cessation of the service and one time option (**Form No. A-9**) to be submitted on payment of Rs. 150/- in lieu of outdoor patient's medicine facility. The same are verified with the personal file record and claimant is asked to pay Rs. 600/- in case of Class III employees and Rs. 300/- in case of Class IV employees. After that one Form is kept in this office and one copy is forwarded to the Chief Medical Officer for further action.

6. **Processing of Pension Option cases under TR-45 and Ex-gratia & Family Pension cases.**

- On receipt of application received from the ex-employee for Pension Option, the same is verified alongwith his final settlement dues records
- Statement/working sheet is prepared and sent to Pension Audit Branch for audit
- Attend to audit queries, if any
- Letter received from FA&CAO is issued to the concerned ex-employee on sanction of their pension option case
- Entry is made in the register maintained for the purpose

**Processing of Ex-gratia payment to employee retired on or before 31.12.1985 widows and dependant children of such employees**

- On receipt of applications from the claimants, such claims are verified along with records to ascertain eligibility
- Ex-gratia forms in the prescribed format (**Form No. A-10**) are

issued to the eligible claimant (in duplicate) alongwith Format of Idemnity Bond (**Form No.A-11**) and affidavit (**Form No.A-12**)

- On receipt of duly filled forms and requisite documents such as ration card, election ID, death certificate of ex-employee, widow's affidavit, final settlement papers, service certificate and brief history and application for condonation of delay, if any, 2 passport size photographs, the same are verified and sent to the Pension branch for audit and verification.
- Attend to audit queries, if any
- On sanction of the pension option case as per intimation, received from FA & CAO, letter is issued to the concerned ex-employee
- Separate registers are maintained in respect of Ex-gratia payment to ex-employees and Family.

7. **Processing of applications for out-of-turn employment on compassionate grounds :**

11. On receipt of application from the widow/dependants of the deceased employee for their recruitment in the services of MbPT on compassionate ground, application in the prescribed format (**Form No. A-13**) is issued to the applicant.
12. Duly filled in form, alongwith the required documents such as attested copy of Ration Card, MAR card, Death Certificate of the deceased employee, applicant's School Leaving Certificate / Birth Certificate, Educational Qualification certificate, Caste certificate, Nationality certificate, two copies of photographs, etc. Are verified and forwarded to Manager SOM.
13. Entry is taken in the register maintained for the purpose.

8. **Processing of applications for obtaining Passport, NOC to travel abroad and Foreign Assignment.**

(a) **N.O.C.for making Passport**

**Class III (indoor & outdoor) & Class IV (indoor) employee**

- i) On receipt of application for N.O.C. from the employee for making a passport, application in the prescribed format (**Form No. A-14**) for issue of NOC is obtained from the employee.

- ii) Service particulars and leave record in the prescribed format (**Form No.A-15**) are obtained from the Estt. Section
- iii) Rubber stamp certifying vigilance clearance is got affixed on the service particulars sheet from the Vigilance Cell and the entire bunch of papers are forwarded to the Departmental Vigilance Officer for issuance of NOC for obtaining passport.
- iv) On receipt of vigilance clearance from the Departmental Vigilance Officer, NOC is issued to the employee concerned. Necessary entry is made in the N.O.C. register and the papers are forwarded to the Establishment section for recording the same in the personal file.

Class IV employee (outdoor)

- (ii) On receipt of papers from the Labour Admn., action as at (iii) above is taken
- (iii) On receipt of vigilance clearance from the Departmental Vigilance Officer, NOC letter is prepared in respect of the concerned employee (worker) and the same is forwarded to the Labour Admn. For necessary action at their end.

**(b) Permission for taking up Foreign Assignment**

- (i) On receipt of application (**Form No.A-16**) from the employee concerned seeking permission to take up foreign assignment, Service particulars and leave record in the prescribed format are obtained from the Estt. Section
- (ii) Rubber stamp certifying vigilance clearance is got affixed on the service particulars sheet from the Vigilance Cell and the entire bunch of papers are forwarded to the Departmental Vigilance Officer for obtaining vigilance clearance for taking up foreign assignment.
- (iii) On receipt of vigilance clearance from the Departmental Vigilance Officer, the bunch of papers, viz. Application of the employee, service particulars, salary certificate and copies of pay slip for the relevant month, passport, visa, selection letter and vigilance clearance from the Departmental Vigilance Officer, are forwarded to M(SOM) through Traffic Manager for obtaining sanction to the competent authority for taking up foreign assignment.

- (iv) On receipt of letter from M(SOM) conveying Chairman's sanction, a bond in the prescribed format on Rs. 200/- Stamp Paper for undertaking and monthly deduction payment is taken from the employee. The Bond is then forwarded to the Manager (SOM) through FA & CAO. The bond, with the common seal of Board affixed and bearing signatures of Dy. Chief Accounts Officer and Secretary, received from M(SOM) is kept on record in the personal file of the employee.
- (v) Letter is issued to the employee conveying the sanction and Identity Card is taken from the employee and kept in the personal file.
- (vi) Necessary entry is made in the register maintained for the purpose.
- (vii) Monthly cheques towards office deductions, received from the relative of the employee is forwarded to the FA & CAO with deductions details.

Class IV employee (outdoor)

- (iii) On receipt of papers from the Labour Admn., action as at (ii) and (iii) above is taken
- (iv) On receipt of letter from M(SOM) conveying Chairman's sanction, the papers are forwarded to the Labour Administration for further action as at (iv, v, vi and vii) above.

**9. Processing of applications for change in registration record :**

- 8 Application received from the staff/worker concerned for change of name in the Registration record and other office records, along with original Gazette of Maharashtra State Government, attested copies of ration card/ election card/school leaving certificate, certificate from Gram Panchayat, birth certificate and an undertaking from the employee concerned, is submitted to the Dy. Manager OBL, through Adm. Officer, and then to the HOD (Traffic Manager) for his approval (**Form No.A-17**)
- 9 An office-order, in the prescribed format (**Form No. A-18**) regarding such change in name of the concerned employee is prepared and circulated to all the respective internal sections as well as concerned departments, viz Accounts, Medical and Welfare for recording the same.

10 Entry is made in the register maintained for the purpose

11 Application alongwith relevant papers is forwarded to Establishment/ Labour Administration Section in respect of staff and worker resepctively for record in their personal file.

10. **Disbursement of Petty Cash Expenses :**

Petty cash advance for office expenses to be incurred by the various sections of OBL is obtained by submitting authority letter from Dy. Manager, OBL to Cash Branch (FA & CAO).

The following expenses are met from the petty cash:

6 Funeral expenses: On receipt of verification from Labour Administration in the case of death of a worker, submission is made to the Dy. Manager, OBL, through Adm. Officer, for obtaining approval for payment of funeral expenses, presently Rs.1000/-. Thereafter payment is made to the generally to the widow and in her absence the son of the deceased worker, after obtaining approval of the Dy. Manager, OBL for the same.

7 Stationery: On the basis of half-yearly requirements received from the sub-sections of OBL, a statement is prepared and submitted to the Adm. officer for necessary changes, if any, and then submitted to the Dy. Manager, OBL for his approval. Thereafter, the same is forwarded to the HOD (Traffic Manager) for his sanction of the expenses to be incurred. Cash is given to the concerned sub-sections, depending upon the amount sanctioned for purchase of the stationery. Necessary cash memos towards purchase of stationery, duly counter-signed by the sectional Asstt. Managers, are submitted by the sub-sections.

8 Newspapers: Receipt of newspapers for use of office are verified daily and entry is made in the register maintained for the purpose and after tallying the same with the bill received from the newspaper vendor, the same is submitted the Dy. Manager, OBL for his sanction and payment to the newspaper vendor thereafter. Bills in respect of purchase of newspapers (any 2) by the Officers for their personal use are reimbursed to the extent of 85%, in case the newspapers are not deposited with the office

Entry is made in the register maintained for the purpose.

9 Conveyance Allowance: Duly filled in form in the prescribed format (**Form No. A-19**) is submitted by the concerned peon, staff and Officer in respect of expenses incurred by them for travelling in the course of office work. On receipt of approval from the Adm. Officer in respect of travelling expenses incurred by peons and staff and from Dy. Manager, OBL, in respect of Officers, the same are re-imbursed to the extent incurred by the employees/Officers concerned.

10 Court Allowance: Duly filled in form in the prescribed format (**Form No. A-20**) is submitted by the concerned staff/Officer as and when he is required to attend the High Court, RLC/CGIT proceedings. On receipt of approval from the Adm. Officer in respect of staff and from Dy. Manager, OBL, in respect of Officers, the same are paid to the employees/Officer concerned @ Rs.45/- to the staff and Rs.65/- to the Officer.

11 Postage: Dy. Manager's approval is sought by the concerned section for sanction of amount towards postage expenses. On receipt of approval, the amount as sanctioned, is paid to the concerned section. A statement is then forwarded by the section concerned in respect of expenses incurred on this account.

12 Tea/snacks: On receipt of bill from the Hamallage Canteen Manager, re-imburement is made to the sectional Asstt. Managers, the sanctioned amount of which is presently Rs.150/- In the case of Dy. Manager, OBL, payment is made for meeting the expenses towards tea/snacks, the sanctioned amount of which is Rs.300/-.

Entry is made in the register maintained for the purpose.

13 Miscellaneous expenses: Minor Expenses incurred, such as replacement of battery cell, table glass top, urgent xerox copies/binding, purchase of carbon papers for use of supervisory staff section, etc. are met from petty cash, after obtaining approval from Dy. Manager (OBL)

A combined statement of all the above expenses is made periodically and the same is forwarded to the FA&CAO, along with the vouchers/bills for settlement of account and recoupment of petty cash.

In addition to the above, payments are effected to the newspaper vendor for supplying newspapers for office use. On production of bill by the newspaper vendor, approval is obtained from Dy. Manager (OBL) on the bill and voucher is prepared and payment is made to the newspaper

vendor. A separate register is maintained for noting the receipt of newspapers daily.

11. **Maintenance of Reservation Register :**

- xiii) Roster of Class III & IV employees is maintained separately
- xiv) To update & identify the list of SC/ST candidates for promotion as per the prescribed percentage (15% for SC and 7.5% for ST)
- xv) Preparing monthly statement showing category-wise representation of SC/ST employees in the OBL.
- xvi) Preparing quarterly statement regarding representation of SC/ST in the OBL – Groupwise A B C D and forwarded as and when required.
- xvii) Preparing of consolidated statement regarding information about SC/ST employees in the Traffic Department as per Annexure VIII and IX . Annual forwarded to Manager (SOM).
- xviii) Furnishing the information in respect of special recruitment drive for SC/ST's information regarding reservation required by the Ministry in prescribed formats (I, II, IV, V & VI) as and when required
- xix) Annual report regarding representation of SC/ST/OBC's and number of appointments made during the preceeding calender year and forwarded to Manager (SOM)
- xx) Information regarding backlog vacancies reserved for SC/ST indirect recruitment quota and promotion quota in the prescribed format – annually forwarded to Manager (SOM)
- xxi) Maintaining SC/ST Roster

12. **Miscellaneous :**

There are various other duties which are performed by the General Administration Section such as :

- (h) Maintaining Office Premises.



- (i) Obtaining Stationery required by various internal sections from Store Department, Stationery Office of Docks Department or from market as per requirement of quantity and quality as well as after fulfillment of necessary procedure.
- (j) Placing of indents for supply of Uniform/Monsoon kit to the Stores dept.
- (k) Settlement of bills for office rent, water charges, electricity charges, telephone charges and charges towards repairs and maintenance of office equipments through Bills Payable Branch (FA & CAO).
- (l) Obtaining office equipments such as Cupboards, Tables, Chairs, racks, etc. from CME Department and maintain Dead Stock Register for the same.
- (m) Arranging repairs of office equipments.
- (n) Disposing old records and arranging for spraying pesticides in the office premises from time to time, etc.
- (o) Preparing Draft Budget, Annual Report in respect of Chairman, MbPT Account.
- (p) Attending and Replying to Audit Queries:

## **PROCEDURE**

### **B) ESTABLISHMENT**

#### **1. Maintenance of Service Sheets, Attendance and Leave Records :**

##### **(i) Service sheets :**

- (a) Service sheet of individual employee in the prescribed format (**Form No.B-1**) is being maintained w.e.f. 1994 (absorption of ex-BDLB employees in the employment of MbPT)
- (b) Particulars of the employee, such as name, date of appointment, designation, date of birth, date of retirement, P.F. A/c no., MAR no., Ticket No., Local as well as Native Place address, etc. and the details of Pay Fixation, Pay-Scale, Increment, Revision of Pay due to Wage Revision as well as Promotion/Demotion are posted in the Service Sheet from time to time. Also details of claims such as LTC/Bharat Darshan, CEA/RTF, Centenary Fund Payment, etc. and the details of Advance/Loan Payment,

tenement details, leave particulars, changes in name/address of employee, censure memo/penalty order, special awards, etc. are posted in the service sheet of the respective employee.

- (c) The service sheet of the employee is closed at the time of cessation of the employee from the services with due remarks, number of leave days balance to his credit and number of EOL availed during entire service period. A copy of the closed service sheet is sent for audit to FA & CAO.
- (d) The service sheet duly audited is forwarded for the settlement of final dues of the employee.

(ii) **Attendance:**

On the basis of muster in respect of staff of Dy. Manager's office and leave attendance report forwarded by Booking, Wage/Computer, Piece-rate, Labour Adm. attendance is marked in the Attendance Register

(iii) **Leave:**

- (a) Casual Leave cards for every calendar year are prepared, employee-wise and forwarded to the respective sections for maintenance of casual leave record.
- (b) At the closing of every calendar year, the cards are collected from the respective sections, checked and preserved for audit purposes.
- (c) Also leave register of individual employee containing the EL and HPL record is prepared and maintained year wise.
- (d) The balance leave is carried forward to the next year.
- (e) Leave is credited on 1<sup>st</sup> January and 1<sup>st</sup> July, i.e. HPL 10 days and EL 15 days. In case, the employee has availed 6 days EOL in six months, one day EL gets debited.
- (f) At the closing of year, the leave register is closed, verified, posted in the service sheet and preserved for audit purposes.

**LONG ABSENTEE CASES**

1. Long absentee cases of Staff who remain unauthorisedly absent and absent on account of sickness for more than 20 days. In case of

unauthorised absence this office issues letter to the employee at both, Native Place and Local Address to resume duty within 3 days.

2. If the employee does not resume, second letter is issued after 40 days at both the addresses to resume duty.
3. Even then, if employee does not resume duty, third letter is issued after 60 days. After that Long Absentee case is prepared with last 5 years Leave Records and the file is sent to the Adm. Officer (Estt.) for further disciplinary action. After receiving order, the case is closed after taking necessary entry.
4. All letters are sent by Regd. A.D. to the employees and undelivered letter is kept in his Personal File for record. The Adm. Officer (Estt.), can allow the employee to resume duty up to 60 days absenteeism.
5. In case of unauthorised absenteeism (more than 60 days), on account of sickness, the employee is allowed to resume duty by Dy. Docks Manager and forward the leave form to this office. Afterward, leave statement for 5 years is prepared and leave application along with Medical Certificate is forwarded to Adm. Officer for further necessary action if any.
6. The files are returned by the Adm. Officer after taking necessary action. A note of the same is taken in the register and Service Sheet through Computer Data Entry.
7. One person on behalf of administration attends the enquiry conducted by the Enquiry Officer for unauthorised absence.

### **Leave Records:**

Casual Leave - On receipt of CL card (**Form No. B-2**), the dealing clerk updates the leave record and then forwards it to the OS for signature. Thereafter, it is put up to the Adm. Officer/Asstt. Manager in charge of the respective section for regularisation of leave

Half Pay Leave - On receipt of application for HPL (**Form No. B-3**), for minimum 5 days, the leave to the credit of the employee is verified from the leave register. The application, duly recommended by the Asstt. Manager in charge of the respective section, alongwith the leave register in which the leave is updated, is put up to the Adm. Officer for sanction

Commuted Medical Leave - On receipt of application for CML (minimum 5 days),(Form No. B-3 as above), duly recommended by the Asstt. Manager in charge of the respective section, the employee is directed to the medical dispensary where he is registered for obtaining fitness certificate from the Medical Officer, MbPT alongwith the private medical certificate. On being certified medically fit, the application alongwith the undertaking in the prescribed format (**Form No. B-4**) that he was not arrested or in jail or was not involved in criminal offence during the period of his absence, the same is put up to the Adm. Officer for regularisation.

For CML leave calculated is double.

Earned Leave - On receipt of application for EL, minimum 5 days, (Form No.B-3 as above) which is generally to be filled in advance, duly recommended by the Asstt. Manager of the respective section, the leave to the credit of the employee is verified from the leave register. The application and the leave register, in which the leave is updated, are put up to the Adm. Officer for sanction

#### Encashment of EL

On receipt of application for leave encashment (**Form No. B-5**) and application for availing minimum 7 days EL, which is mandatory, the leave to the credit of the employee is verified from the leave register. Thereafter after reducing the minimum period of 7 days EL applied for/intended to be availed of by the end of the calendar year in one or two bits, maximum 50% of the leave lying to his credit is recommended for encashment and the leave application and the leave register is put up to the Adm. Officer/Dy. Manager for sanction.

In case the employee avails 7 days leave in one bit, encashment is paid after the expiry of the leave. In case the employee avails 7 days leave in two bits, the encashment is paid after availing the 2<sup>nd</sup> bit which is required to be taken before the end of the calendar year.

## **2. Preparation & Maintenance of Personal Files**

### **Personal Files:**

- (n) Employee-wise personal files are prepared with service particulars alongwith history sheet. Each and every document pertaining to the employee i.e. appointment letter, fixation sheet, P.F. Nomination, leave application, promotion letter, correspondence made to employee/ by employee towards loan & advances, reimbursement claims, allotment of tenement, departmental disciplinary action, etc. is connected to the personal file.
- (n) At the cessation of service, the personal file is closed and forwarded for preparing final settlement dues of the concerned employee.

## **3. Preparation of Annual Confidential Reports (ACRs) of Class III employees :**

- Confidential reports of Class III employees in the prescribed format (**Form Nos. B-6 & B-7**) are prepared every year and forwarded to the Reporting Officer (respective sectional Manager)
- The duly filled in CR forwarded by the Reporting Officer is then placed before the Reviewing Authority (Dy. Manager, OBL) for their perusal and remarks thereupon.
- CR in respect of employees whose payscales are Rs.4640-9500 and below (viz. Jr. Asstt., Clerk, Tally Clerk, Dock Clerk Asstt. Supervisor & Chargeman) and are submitted to the Addnl. Docks Manager (Accepting Authority) and in respect of employees whose payscales are above Rs.4640-9500 (PA/OS, Asstt. OS, Sr. Assistant, Foreman and Cargo Supervisor) are submitted to the Traffic Manager (Accepting Authority)
- CRs in respect of Class III (outdoor) i.e. supervisory staff & tally clerks are forwarded to the Labour Administration section for record and the CRs in respect of Class III (indoor) are kept with the Establishment Section

4. **Preparation of Monthly Paysheet & Supplementary Paysheet – Encashment, Unutilised Leave Paysheet, Wages arrears, PLB /PLR, etc.**

Monthly Pay Sheet for class III (indoor & outdoor) & IV (indoor) office staff is prepared on network terminal using the Core Group program. The procedure is as follows:

- Entry of details of attendance, such as increment, festival advance, difference of increment, officiating and cash allowance in a month
- Entry of details of deductions, such as subscriptions, loan and interest to different societies, VPF, Court deductions, bank recoveries, income tax, loans such as Housing loan, Education loan, P.F. Loan, Festival Advance and L.I.C. ,etc are entered
- Entry of monthly overtime, if any
- Staff musters of various sections are called for verifying the leave and long absenteeism for ascertaining the dates of increment and salary. If the employee is a case of long absentee and has no balance leave to his credit, he is not entitled for salary.
- Entry of leave encashment
- Entry of leave and leave merging
- After all entry work, monthly processing is done
- Overtime processing is done
- Deduction report (attendance, all deductions, leave encashment and leave) and overtime is printed and checked
- Printing of greater than deduction report (GRDD) is done and checked
- Printing of earning report, overtime paysheet, regular wage sheet, paysheet summary, allocation, expenditure, overtime expenditure, overtime paysheet, leave encashment statement and leave register is done and checked
- Final processing is done by Core Group on the dates specified every quarter

- Printing of PRSS, Housing loan interest, Personal Computer Advance, Education loan interest, bank, court and LIC recoveries and printing of housing loan deduction report and after signing by the Office Suptdt and Asstt. Manager (Estt.) sending to Audit Paysheet section alongwith original copy of recoveries received from societies
- Printing of payment slip

#### **Preparation of supplementary pay sheet**

6. Supplementary pay sheet for encashment, unutilised EL (payable to ex-employee) Wages arrears, PLB /PLR are also processed separately through the system
7. The pay sheet report is forwarded to pay sheet Audit Branch (FA & CAO) for audit purpose from time to time as schedule by FA & CAO.
8. Working sheet is prepared, duly signed by O.S., Asstt. Manager and Dy. Manager, and sent to the Audit Paysheet section. The working sheet is audited and received from the Account Section. Enquiries regarding salary payments and recoveries as well as officiating allowances, are attended by adjusting in the next pay sheet if any. The register for annual increments and various recoveries are maintained for such inquiry purposes.

#### **Preparation of PLB/PR**

Leave is checked from the leave statement for 12 months generated from the computer is checked for EOL.

Entries of EOL, wherever necessary, are made in the computer and amount of PLB/PR is then manually calculated.

A final print out is taken and maintained for office record

#### **5. Computation of Income-tax:**

- i) In the last quarter of the financial year, investment details submitted by the employee are verified alongwith documentary evidence.
- ii) The investment details are then fed in the computer and computerised income-tax rebate admissible is worked out
- iii) Based on the above, income-tax liability is worked out and balance

recovery is made after adjustment

- iv) Statement of estimated income and income-tax liability in respect of every employee is generated through the computer to enable them to avail income-tax rebate by suitable investments
- v) After the end of every February employee is issued computer generated I.T. Summary.
- vi) Annual employee-wise income tax details are finalised by the end of May by the Core Group.
- vii) On receipt of information from the Core Group, employee-wise certificates in the prescribed Form No.16 (**Form No.B-8**) in triplicate are generated through the computer and signed by the Asstt. Manager,.
- viii) Original and one copy of the certificates, is given to the employee and one copy is kept in the office record.
- ix) In respect of employees who have availed rebate on various loans, separate certificate in the prescribed Form in triplicate are generated employee-wise and signed by the Asstt. Manager (Estt.).
- x) Original and one copy is given to the employee and one copy is kept in the office record.

6. **Processing of applications for various Advances :**

**A. Provident Fund Advance:**

- A) Application in the prescribed format (**Form No. B-9 - for house repairing and purchase of flat, ) (Form No. B-10 for marriage)**, in duplicate, is received from the employee, alongwith documents as per list.
- B) The particulars furnished in the application are verified alongwith three months' leave record and service particulars from personal file.
- C) The application is put up to the Dy. Docks Manager through Office Supdt. and Assistant Manager.
- D) Thereafter, the application and the documents are forwarded to the Jr. Accounts Officer, PF Section.
- E) On receipt of letter, in duplicate, intimating sanction is received from FA & CAO, the employee is called and delivered one copy



under acknowledgement.

- F) The entry of loan availed is made in the register and service sheet with the Rubber stamp.
- G) Deduction of PF Advance is made through salary.
- H) In case of repayment of P.F. Loan from the employee concerned, the verification is done by the Establishment section duly signed by O.S. and forwarded to Jr. Accounts Officer, P.F. Section.

**B. House Building Advance:**

Application for Housing Building Advance in the prescribed format (**Form No. B-11**), duly filled, alongwith documents as per list, after verification of the same and service particulars from Personal File, is put up to the Dy. Docks Manager through Office Supdt. and Assistant Manager.

Thereafter, the application and the documents are forwarded to the Jr. Accounts Officer, Hsg. Loan.

On receipt of letter intimating sanction is received from FA & CAO, the employee is issued identification memo for payment.

Entry of loan availed is made in the register and Service Sheet with Rubber Stamp

Deduction of loan instalment is made through salary.

In case of repayment of Housing Loan, on receipt of application from the employee, the same is forwarded to the JAO, Hsg. Loan through the Dy. Docks Manager

**C. Festival Advance:**

- (i) Application in the prescribed format (**Form No. B-11A**) duly filled is received from the employee.
- (ii) Festival Advance is given once in a year during any festival such as, Diwali, Parsi New Year, Buddha Jayanti, Idd, Jewish New Year and Christmas.
- (iii) Festival Advance is equivalent to the basic pay of the employee and recovery is made in ten equal monthly instalments.
- (iv) The deduction of festival advance starts from next month from the core group directly.

## **7. Processing of various loans:**

### **A. Computer Loan:**

- (i) Applications in the prescribed format (**Form No.B-12**) for taking computer loan received from the employee, duly filled, alongwith copy of P.F. Slip, Current month's Payment Slip, Medical Card, quotation of Computer are received and after verifying details from personal file and service sheet, eligibility such as PF Loan taken and balance, the same are forwarded to the Dy. Docks Manager through Office Supdt., Assistant Manager, for sanction.
- (ii) Forms are then sent to the JAO, Computer loan section in the prescribed format (**Form No. B-13**) for further necessary action. Entry is to be taken in register.
- (iii) On receipt of intimation letter of sanction from the F.A. & CAO, the employee is called and issued identification memo for payment of computer loan through cheque. Entry of loan availed is taken in register and in the service sheet Deduction of loan instalment is made through salary by the Core Group directly.

### **B. Vehicle Loan:**

- (i) Application in the prescribed format (**Form No.B-14**) for the Motor Cycle Loan, duly filled, alongwith quotation, pay slip, P.F. Slip, mortgage bond on stamp paper of Rs.20/-, in prescribed format (**Form No.B-15**), vigilance clearance from Vigilance Cell (**Form No.B-16**), past three years leave record (**Form No. B-17**), Service Particulars (**Form No.B-18**) is forwarded for sanction to the Traffic Manager after taking signatures of Office Supdt., Asstt. Manager and Dy. Docks Manager. After receiving from Traffic Manager, the case is forwarded to Jr. Accounts Officer, Motor Cycle Loan.
- (ii) On receipt of letter intimating sanction is received from FA & CAO, the employee is issued identification memo for payment. The entry of loan availed is made in the register and Service Sheet. Deduction of loan instalment is made through salary by the Core Group directly.

## **8. Processing of various claims :**

### **A. Leave Travel Concession/Bharat Darshan**

- (i) An employee is eligible for LTC to his/her native place every

year singly and once in two years with family and for Bharat Darshan once in 4 years.

- (i) An employee is required to proceed on outward journey within 60 days of grant of advance.
- (ii) An employee has to apply for LTC/Bharat Darshan within three months from the date of completion of journey and within one month if the employee has taken advance.
- (iii) LTC/Bharat Darshan Advance form (**Form No.B-19**) is issued to the employee concerned who wishes to avail LTC advance before proceeding on journey. The required documents are checked while accepting the same and forwarded to FA & CAO. The FA & CAO forwards the Memo for advance. The employee is then called and issued identification Memo, duly signed by the Asstt. Manager, for receiving advance.
- (iv) LTC Form/Bharat Darshan Form (**Form No.B-20**) is issued to the employee who wishes to avail LTC after completion of his journey. The same is accepted from the employee alongwith proof of travel ticket, undertaking that the particulars of journey furnished in the LTC form are correct (**Form No. B-21**) and declaration that the spouse is not entitled for LTC.
- (v) Entry is taken in the LTC / Bharat Darshan Register to verify future claim
- (vi) Previous claim availed is verified for ascertaining eligibility.
- (vii) If the employee can't produce his journey tickets, either for the portion of outward journey or inward journey, or if there is a change in the place of journey or does not fulfil the condition at (3) above, approval of Dy. Docks Manager for condonation is required (**Form No. B-22**).
- (viii) Processed LTC/Bharat Darshan Forms are signed by the Office Supdt., Asstt. Manager, and Dy. Docks Manager and then forwarded to the FA & CAO for sanction.
- (ix) Payment of LTC and Bharat Darshan is paid directly through salary.
- (x) Record as per block year is maintained in register.
- (xi) The entry of LTC/Bharat Darshan is made in the service sheet with the Rubber Stamp.

**B. Children's Education Allowance(CEA)/Reimbursement of Tuition Fees (RTF):**

- (i) Application in the prescribed format (**Form No.B-23**) for RTF (Mumbai) and (**Form No. B-24**) for CEA (Native place), duly filled in and duly attested by the Head of the School, alongwith the original fee receipt, is received from the employee.
- (ii) The particulars furnished in the application are verified with that available in the personal file.
- (iii) The name of the child of the employee is verified from the Medical Form available in the personal file.
- (iv) A list is prepared of the eligible employees and the applications alongwith the original fee receipts are forwarded to the Sr. Accounts Officer, Bills Payable section
- (v) Payment is made through salary by the Core Group directly
- (vi) A copy of the statement is forwarded by the FA & CAO to the office for record

**C. Scholarship:**

- (i) Application in the format as prescribed by the FA & CAO's office for scholarship is received from the employee, duly filled
- (ii) The particulars furnished in the application are verified with that available in the personal file, alongwith the attested copies of mark sheet and fee receipt attached thereto.
- (iii) The name of the child of the employee is verified from the Medical Form available in the personal file.
- (iv) Thereafter, the original fee receipt is defaced with the rubber stamp "MbPT Scholarship".
- (v) A list is prepared of the eligible employees and the application alongwith its enclosures is forwarded to the Scholarship Section.
- (vi) Payment to the eligible employee is made through salary by the Core Group directly
- (vii) Entry of scholarship granted is made in register on receipt of intimation of the same by the FA & CAO's dept.

**D. S.F.N.I (Small Family Norm Increment).**

- (i) SFNI application form for grant of special increment in the form of personal pay (**Form No.B-25**) is received from the employee who has undergone sterilization after having 2 children.
- (ii) After verifying the details mentioned in the application forms with that from the personal file, the same alongwith Medical Certificate of Family Planning Operation, duly certified by Mb.P.T. Hospital is forwarded to the Traffic Manager in the prescribed format, (**Form No. B-26**), in triplicate, for sanction
- (iii) Rate of Increment is based @ increment he is getting at the time of operation.
- (iv) In case of delay in submitting the SFNI form within the specified time-limit, i.e. within one month from the date of resumption or within three months from the date of sterilization, approval of the Dy. Docks Manager is required for condonation (**Form No.B-27**)
- (v) Entry is made in the service sheet with Rubber stamp.

**9. Maintenance of register for cadre-wise staff-strength**

- (i) In the registers maintained for cadre-wise strength of Class III & IV separately, the names of fresh recruits are added and in case the employees cease to be in service on account of retirement, medical unfitness, death, removal, resignation, etc., the names are deleted.
- (ii) A statement showing cadre-wise operative strength of the employees as on first day of every month is prepared with details of last month's strength and addition/deletion during the respective month.
- (iii) Recruitment roster for base cadre is maintained for accruing vacancies in the same and those vacancies are filled up as per roster percentage by way of direct recruitment or promotion (if any) from next grade. Presently direct recruitment to the base cadre and selection cadre is not provided

#### **10. Maintenance of seniority of all ex-BDLB employees**

- (i) A register of cadre seniority of all the ex-BDLB employees working in various departments of the MbPT is maintained to prepare selection list for promotion.
- (ii) Also recruitment roster with back log ( if any ) and ST/SC roster for the promotion cadre is prepared along with list of vacancies in the promotion cadre.
- (iii) Vacancies towards retirement of staff during the entire calendar year are marked in advance for preparing the recruitment roster.
- (iv) Total no. of such vacancies are tallied with difference between scheduled strength and operative strength of the said cadre.

#### **11. Promotions**

- (i) On retirement of an employee, the next seniormost incumbent in the feeder cadre, as per the seniority maintained, is identified.
- (ii) Like-wise identification is made in the consequential promotional cadres
- (iii) A list of cadre-wise eligible employees is prepared and placed before the DPC alongwith leave records and CRs for the last 3 years in the case of Class III employees
- (iv) A list of selected candidates alongwith the DPC's recommendations is forwarded to the Traffic Manager for approval.
- (v) On receipt of TM's approval, Promotional orders are then issued and due remarks are posted on the individual service sheets.
- (vi) A fixation sheet for them is also prepared and got audited from the Pay sheet Audit Inspectors and necessary entries are also made in the staff register, seniority register and recruitment roster, employees master pay sheet for further reference.

#### **12. Assured Career Progression (ACP) Scheme**

- (i) Employees eligible for ACP I & II who have completed 12/24 years of service without any financial upgradation are identified.
- (ii) EOL sheet of entire service period is prepared to find out the

eligible qualifying service for ACP I / II.

- (iii) Service particulars are prepared and vigilance clearance obtained. Thereafter a list of eligible employees is prepared for placing before the DSC alongwith leave records and CRs for the last 3 years in the case of Class III employees
- (iv) The DSC's recommendations are forwarded to the Traffic Manager in case of Class III employees and to the Dy. Docks Manager in case of Class IV employees for approval.
- (v) Copies of Traffic Manager's approval to the DSC's recommendation and undertaking to be taken from the respective employees are forwarded to the concerned departments in which the ex-BDLB employee is presently working for taking necessary action.
- (vi) Financial upgradation to the next higher pay is given to the eligible employee, subject to the undertaking given by him to the effect that he will discharge the duties of the lower post till his regular promotion to the higher scale post.
- (vii) Entry of ACP I / II should be taken in the service sheet through date entry in the Computer
- (viii) After implementation of ACP, arrears are worked out and got audited from Hamallage Audit if prepared manually and paid through salary.

13. **Maintenance of Retirement Register**

- (i) A retirement register for Class III & IV office staff is prepared, month & year wise, according to the date of retirement.
- (ii) During the month of June, a list of staff due for their retirement in the next calendar year is prepared.

14. **Voluntary Provident Fund (VPF):**

- (i) On receipt of application in the prescribed format (**Form No. B-28(a)**) for making contributions to the VPF, particulars furnished therein are verified with the personal file.

- (ii) The applicataion is then duly signed by Asstt. Manager for implementation.
- (iii) On receipt of application in the prescribed format **Form No. B-28(b)** (only in the month of March) for discontinuance and application in the prescribed format **(Form No. B-28(c))** for additional contribution, action as at (i) and (ii) above is taken.

**15. P.F./Gratuity Nomination Forms:**

- (i) P.F./Gratuity Nomination Form in the prescribed format **(Form No.B-29)** is received from the employee in triplicate.
- (ii) The particulars furnished therein are verified with the details in the service sheet
- (iii) Entry of Change of Nominee to be entered in Service Sheet and duly signed by O.S. The Form, duly signed by Dy.Docks Manager, is forwarded to the P.F. Section
- (iv) Two copies are received from the PF Section, duly verified.. One copy is filed in the personal file and one copy is given to the employee.
- (v) For changes in the nomination, the employee is requiried to furnish fresh PF/Gratuity Nomination forms.

**16. Benefits extended to the employee from the Centenary Commemmoration Fund (CCF)**

**A. Education Loan:**

- (i) Application in the **format** as prescribed by the CWO's office for education loan is received from the employee, duly filled in
- (ii) After verification of the particulars furnished in the application with that available in the personal file, the certified copies of relevant documents as listed therein, the application, after filling in the details of salary and other particulars as enumerated in therein, the application alongwith its enclosures is forwarded to the CWO.
- (iii) Entry of loan availed is taken in register and in the service sheet. Deduction of loan instalment is made through salary



by the Core Group directly.

**B. Reimbursement of Spectacles**

- (i) Application in the **format** as prescribed by the CWO's office for reimbursement of expenses on spectacles is received from the employee, duly filled in.
- (ii) The particulars furnished in the application with that available in the personal file and the original bill/memo of purchase and certification of recognised ophthalmologist attached thereto are verified.
- (iii) Certificate of admissibility of reimbursement is obtained from the Dy. Docks Manager in the prescribed format overleaf and the application alongwith is forwarded to the CWO.
- (iv) Entry of reimbursement is taken in register and in the service sheet with the Rubber Stamp as the benefit is admissible once in two years.

**17. Miscellaneous :**

There are other functions performed by the Staff Establishment Section are :

- (i) Issuance of service / salary certificates to the office staff who apply for the same
- (ii) Receiving PF / Gratuity nomination forms, VPF contribution forms, change in nomination and family dependents, change in address, etc. from office staff and processing the same.
- (iii) Allocation of staff for various training programs
- (iv) Issuing duplicate Identity Card, duplicate MAR Card etc., staff in case of loss of the same.
- (v) Preparing periodical statements towards operative strength, SC/ST reservation and backlogs, etc. and forwarding to the respective departments/sections whenever required.
- (vi) Providing office records required by R.A.O./Audit Inspectors, while statutory audit and answering their

queries and observing their instructions in maintaining pay-sheets and other office records towards indoor office staff, in prescribed manner.

**-X-X-X-X-X-X-**

# **PROCEDURE**

## **LEGAL**

### **1. High Court Matters**

#### **Filing of Writ Petitions**

- (i) A copy of Writ Petition filed by ex-stevedores, ex-employees or the Union and received through their Advocate is generally received from the CLO & A and sometimes through the Petitioner's Advocate directly.
- (ii) Contents raised in the petition are perused, defence documentary evidence collected and para-wise comments on the Writ Petition are prepared by the Adm. Officer and duly approved by the Dy. Manager.
- (iii) The para-wise comments along with documentary evidence in support (exhibits) are then forwarded to the CLO & A for submitting the same to the Board's solicitors for filing reply opposing admission and grant of any relief.
- (iv) Conferences with the Advocate nominated on behalf of MbPT are attended along with the representative of Board's Solicitors.
- (v) Draft Affidavit in reply is perused and after approval by the Dy. Docks Manager and file the same on affirmation in the High Court's Affirmation Office.
- (vi) Attend the hearings in the High Court as and when the WP is listed on the board.
- (vii) In case re-joinder filed by the party, the same are perused and submitted with comments and affidavit filed, if needed.
- (viii) Individual case files are prepared and status of the case is recorded
- (ix) Entry is made in the register maintained for the purpose

#### **Filing of Suits**

- (i) On failure on the part of the Port/Stevedores for payment of dues and in spite of repeated efforts the same remain outstanding, details of outstanding dues are verified from the audit branch of the FA & CAO. A final notice is issued to the defaulting parties for payment of outstanding dues.
- (ii) If the defaulting party fails to respond to the notice, a detailed note

indicating the outstanding dues and efforts made for recovery of the same is sent to the Chairman through Traffic Manager and FA & CAO for obtaining sanction for finalisation of suits against the defaulting parties for recovery of outstanding dues.

- (iii) On receipt of approval, the matter is referred to CLO & A for filing of suits alongwith Chairman's approval, details of outstanding dues, efforts made to recover the same , etc.
- (iv) On reference made by the CLO & A to the Solicitors/Advocate for finalising suit, any information or documents called for by Solicitors/Advocate are furnished.
- (v) Draft suit received from the Solicitors/Advocate is perused, cross checked and returned back, duly corrected for finalising the same.
- (vi) The suit is declared in the Hon'ble Court.

## **2. Conciliation proceedings before Regional Labour Commissioner (RLC)**

- (i) On receipt of letter from the office of the RLC in respect of issues raised by a worker/Union for conciliation before the RLC/ALC, comments on the issues raised are prepared by the Adm. Officer and forwarded to CPIRM, after the same are got approved from the Dy. Manager
- (ii) Documents/other information as required are filed before the RLC/ALC through CPIRM
- (iii) Conciliation proceedings are attended by the Adm. Officer/concerned section officer alongwith an officer from the CPIRM dept. from time to time
- (iv) In case of failure of conciliation, a copy of the failure report forwarded by the RLC to the Ministry of Labour is received which is kept in the respective file.
- (v) Entry is made in the register maintained for the purpose

## **3. Industrial disputes raised before the Central Govt. Industrial Tribunal (CGIT)**

- (i) On reference of industrial dispute raised by worker/Union before the CGIT, reply to the statement of claims is prepared and forwarded to the CLO & A/nominated Advocate for preparing and filing written statement of defence after the same is got approved from the Dy. Manager.
- (ii) If documents are required to be filed, the same are identified and filed in the CGIT

- (iii)Reply to affidavit filed by the workman is prepared after holding discussions with the nominated Advocate and after approval of the Dy. Manager the same is declared in the CGIT.
- (iv)Comments on the written arguments filed by the worker/Union are prepared and forwarded for filing written arguments on behalf of the management after the same are got approved from the Dy. Manager.
- (v)Brief the Advocate at the time of oral hearings
- (vi)If the Award is in favour of the Administration, the same is implemented and copies of the same are forwarded to CLO & A and CPIRM.
- (vii)If the Award is against the Administration, the issue is referred to CLO & A for preferring an Appeal or not, depending on the merit of the case
- (viii)Entry is made in the register maintained for the purpose.

## **PROCEDURE**

### **D. VIGILANCE**

#### **1. Receiving cases of misconduct under MbPT. Employees (Conduct) Regulations 1976/Criminal (Vigilance Related) Cases and registering the same**

- (i)Cases of misconduct by OBL Employees (Class III & IV) under MbPT Employees (Conduct) Regulations 1976, such as unauthorised absence, disobedience, habitual indebtedness, cheating illegal gratification, loss to MbPT properties, etc. forwarded by the Labour Administration/Estt. and other internal sections are sorted as (A) General cases and (B) Unauthorised absence.
- (ii)The cases are registered in the Vigilance Register maintained separately for each type of cases as mentioned above and vigilance case file number is allotted according to the serial number of the case-register.

#### **2. Maintenance of Vigilance case files / registers.**

##### **Vigilance Case files**

- (i) The vigilance case files are maintained by filing every submission note, copies of charge sheet, enquiry order, enquiry report, presenting brief, show cause memo and penalty order pertaining to the respective vigilance case. The copies of submissions towards Appeal/Review Petition and the orders from Appellate/Reviewing

Authority are also filed with the respective vigilance case file.

- (ii) Various registers are maintained for recording vigilance case files with details of their processing stages as per follows :

#### **Index Register**

- (i) Index Register for vigilance cases is prepared and maintained as per register numbers of the employees under vigilance and the details, such as name of employee, wage no., type of case case file number is shown against the registered number of the employee.
- (ii) This register is useful for issuing vigilance clearance for various establishment processes of the employees as well as for sorting information regarding vigilance action against the employee.

#### **Vigilance Register**

- (i) Every case forwarded for disciplinary action is sorted out and entered in the separate vigilance registers such as (i) General cases under unauthorised absence, (ii) General cases other than unauthorised absence and (iii) Criminal (vigilance related) cases and case file number is allotted as per serial number of the case entered in those registers.
- (ii) If the concerned employee has a similar type of case already processed under disciplinary action, the same case file number is allotted to the fresh case received against the employee with sub number is marked as '( II )' after the case file number.

#### **Monthly Register of Suspension/ Vigilance Related Cases/ General Cases**

##### **(CVO's Register):**

- (i) A monthly register of suspension/vigilance related cases/general cases is prepared ( in format prescribed by CVO) and forwarded to the CVO's office for their reference.
- (ii) This register is maintained and forwarded to the CVO's office in the last week of every month.

#### **CVO's Register for cases directed from external sources**

A register for cases directed from external sources, i.e. C.B.I. is maintained in the format prescribed by CVO. This register is maintained and forwarded to the CVO's office for their reference at the end of every

quarter of the year.

### **Major Disciplinary Action Case Register**

- (i) The vigilance cases which are processed for major disciplinary action (by issuing charge sheet) are posted in Major Disciplinary Action Case Register maintained as per requirement by Vigilance Department. Each and every stage of such action is posted with relevant details against the case entered in the register.
- (ii) This register is useful for preparing quarterly statements of Major Disciplinary Action Cases forwarded to the Dy. Manager (GEN).

### **Appeal/Review Petition Register**

- (i) Appeal/Review Petitions received from the ex-Employees removed from the services are entered in Appeal/Review Petition Register, as per date of receipt of such petitions.
- (ii) Every stage of such petitions, i.e. date of receipt of the petition, particulars of the petitioner, date of submission of the note to the respective authority, date of receiving the decision of the respective authority towards the petition with details, etc. is posted against the entry of such petitions.

## **3. Processing of General cases (Criminal/Court)**

### **Criminal cases**

Case-files for disobedience, cheating, illegal gratification, rape, loss of Mb.P.T. properties and any such misconducts committed by the employee, under MbPT Employees (Conduct) Regulations 1976, fall under criminal cases. They are processed as per following procedure.

- (i) The vigilance record is checked for ascertaining whether, earlier there any similar type of case was registered against the employee concerned.
- (ii) A submission note is then prepared containing details of the misconduct, details of earlier office correspondence and details of disciplinary action taken earlier against the employee concerned towards similar misconduct (if any) and placed before the Disciplinary Authority for perusal.
- (iii) According to the merit of the case, the Disciplinary Authority decides for (a) minor penalty, such as censure or withholding increments of pay and (b) issuing charge sheet to initiate major disciplinary action.

**(a) Initiating minor penalties :**

**Issuance of Mema**

- (i) A Caution or Warning or Censure mema, in suitable format are prepared, directing him to be careful and punctual in attending to his duties, failing which he will be liable for severe disciplinary action, as deemed fit.
- (ii) Entry is posted in the Outward Register
- (iii) The mema is forwarded to the Asstt. Manager, Booking for its issuance to the employee concerned, copy of which is forwarded to Labour Administration/ Estt. Section along with the case file for record purpose.
- (iv) One copy of such memo is filed for Vigilance record and necessary entries are posted in Vigilance case register.

**Penalty of withholding increments of pay**

- (v) A memo in suitable format is prepared to show cause as to why the proposed penalty for withholding one/two/three increments of pay (as per order from Disciplinary Authority) should not be imposed upon him for his aforesaid misconduct within 7 days from the date of receipt of the show cause memo and the signature of Disciplinary Authority is obtained.
- (vi) Entry is posted in Outward Register.
- (vii) The same is forwarded to the Asstt. Manager, Booking for its issuance to the employee concerned and copy is filed for vigilance record and entries are posted in Vigilance Case Register.
- (viii) A submission note is prepared for confirmation of proposed penalty or otherwise after receipt of reply from the employee concerned or failure of concerned employee to submit his reply to show cause memo within stipulated period and orders from Disciplinary Authority are obtained.
- (ix) Penalty order is prepared in suitable format, directing him to be careful in observing conduct Rules and Regulations, failing which he will be liable for severe disciplinary action, as deemed fit. and signature for Disciplinary Authority is obtained.
- (x) After posting the penalty order in the Outward Register, it is forwarded to Asstt. Manager, Booking for issuing the same to the employee concerned, copy of which is forwarded to Labour Administration/Estt. Section along with case file for record purpose and Wage/Computer Section for necessary action



towards implementation of the penalty on the employee concerned.

- (xi) A copy of the penalty order is also preserved for vigilance record and necessary entries are posted in Vigilance Case Register.

**(b). Initiating major penalty**

- (i) The vigilance record is also checked for similar misconducts earlier committed by the employee concerned
- (ii) If the employee is detained in police custody for more than 48 hours, a submission note is prepared for suspension of the employee concerned under provisions made in MbPT Employees (CCA) Regulation 1976.
- (iii) If there is no such detention of the employee in police custody, a submission note is prepared containing the details of misconduct, information forwarded by police authorities, i.e. copy of FIR, Panch-nama, Court-case details, etc. regarding criminal charges and details of departmental disciplinary action earlier taken against the employee concerned, if any., and submitted to the Disciplinary Authority for his orders towards initiating major disciplinary action against the employee concerned.

**Issuance of Charge-sheet**

- (iv) A charge sheet, in suitable format in 5 sets containing Memorandum, Articles of Charges, Statement of Imputation, List of Witnesses and List of Documents is prepared and put up before Disciplinary Authority for his approval.
- (v) The same is then forwarded to Legal Department for its vetting.
- (vi) Information regarding the present status of the criminal case/ legal matter is obtained from the respective police/court authorities and forwarded to the Legal Department for legal opinion regarding initiating departmental disciplinary action against the employee whose criminal case is pending/ proceeded in the respective court. As per opinion sought from Legal Department, the departmental disciplinary action against the employee concerned is initiated.
- (vii) The charge sheet alongwith copies of listed documents is forwarded to Asstt. Manager, Booking for its issuance to the charge-sheeted employee (CSE), copy of which is forwarded to Labour Administration/Estt. Section for record purpose.

- (viii) If the CSE is not reporting on duty, the copies of charge sheet alongwith listed documents are posted to his local as well as native place through Regd. A.D./Postal services
- (ix) On receipt of a written statement of defence to the charge sheet from the CSE or his failure in submitting the same within stipulated period of ten days from the date of acknowledging the charge sheet, a submission note is prepared and put up before Disciplinary Authority for further orders.
- (x) If the Disciplinary Authority finds the statement of defence from CSE as unsatisfactory, the process of departmental enquiry is initiated against the CSE.
- (xi) If the charge sheet is not acknowledged by the CSE in person or by post and the envelopes containing the copies of the charge sheet are returned back undelivered by the postal authorities a submission note is prepared and put up before the Dy. Manager, OBL for its publication in leading newspapers circulated in Mumbai as well as native place of the CSE for notification
- (xii) On obtaining Dy. Manager's approval, a letter alongwith relevant details is forwarded to Asstt. Secretary (PR) for arranging the publication of notice in the name of CSE regarding the charge sheet in the leading newspapers in circulation as mentioned above. After expiry of stipulated period of ten days from date of such publication the process of departmental enquiry is initiated against the CSE.

#### Departmental enquiry

- (xiii) With the approval of the Dy. Manager, Enquiry Officer, Presenting Officer to assist the Enquiry Officer and 1 clerk from the Labour Administration as Prosecution Witness (PW) are appointed.
- (xiv) In some special cases, Enquiry Officer from the empanelled list, through the CVO, is appointed
- (xv) Enquiry Order is prepared and signed by Disciplinary Authority. After posting the same in Outward Register, the Enquiry Order is issued to the CSE, copies of which are forwarded to the Enquiry Officer and Presenting Officer alongwith covering letter and enquiry case file containing copy of charge-sheet and listed documents
- (xvi) A copy of charge-sheet is also filed in Vigilance record and

necessary entries are posted in Vigilance Case Register as well as C.V.O. Register for major disciplinary action.

#### Enquiry Report

(xvii) After conclusion of Departmental Enquiry, Enquiry Report, in quadruplicate, is forwarded by the Enquiry Officer is submitted to the Disciplinary Authority, for his perusal, acceptance of the enquiry report and for orders proposing the major penalty against the CSE.

(xviii) Submission note alongwith the Enquiry Officer's report and leave and absence statement of the CSE, since the date of issue of charge sheet till date is put up before the Disciplinary Authority

#### Issuance of Show Cause Memo

(i) A show cause memo, in suitable format, proposing the major penalty to be imposed on the CSE & enquiry report is forwarded to the Asstt. Manager, Booking for its issuance to the CSE, after entering the same in the Outward Register.

(ii) If the CSE is not reporting on duty, the copies of the show cause memo are posted to his local as well as native place address through Regd. A. D./postal services.

(iii) If the show cause memo is not acknowledged by the CSE in person or by post and the envelopes containing the copies of the show cause memo are returned back undelivered by the postal authorities a submission note is prepared and put up before the Dy. Manager, OBL for its publication in leading newspapers circulated in Mumbai as well as native place of the CSE for notification

(iv) On obtaining Dy. Manager's approval, a letter alongwith relevant details is forwarded to Asstt. Secretary (PR) for arranging the publication of notice in the name of CSE regarding the charge sheet in the leading newspapers in circulation as mentioned above.

(v) After expiry of stipulated period of ten days from date of such publication, submission note is put up for confirmation of the proposed penalty

(vi) In case of reply to the show cause memo, if the Disciplinary Authority is satisfied, he takes lenient view of imposing less harsh major penalty than proposed one and a penalty order is prepared accordingly.

- (vii) In case of CSE's reply is found to be unsatisfactory/his failure in submitting the same within stipulated period of 15 days from the date of acknowledging the show cause memo by the CSE, a submission note is prepared and put up before Disciplinary Authority for confirmation of the proposed penalty.
- (viii) As per the order of the Disciplinary Authority, the Penalty Order in suitable format for imposing major penalty is prepared accordingly.
- (ix) Entry is made in the Outward Register.
- (x) The penalty order for reduction in pay is forwarded to the Asstt. Manager, Booking for its issuance to the CSE and copies of the same are forwarded to Labour Administration/Estt. Section and Wage Computer for necessary action.
- (xi) The penalty order for compulsory retirement/removal/dismissal from the services is forwarded to the Asstt. Manager, Booking for its issuance to the CSE and copies of the same are forwarded to Labour Administration/Estt. Section for preparing final settlement dues, Wage/Computer Section, Jr. Accts. Officer (Ham. Audit), Sr. Accounts Officer, PF Section, Chief Welfare Officer and Chief Medical Officer for their necessary action.
- (xii) A copy of the penalty order is filed in the Vigilance records and necessary entries are posted in the Vigilance Registers.

### **Court Cases**

Cases of habitual indebtedness received from the Court of Small Causes and City Civil Court are forwarded by the Labour Administration section.

- (i) Action is taken as in (A) (i) to (iii)
- (ii) In such cases generally minor penalty of issuance of Caution or Warning or Censure Memo is given to the erring employee.
- (iii) Entry is made in the Outward Register
- (iv) The memo is forwarded to the Asstt. Manager, Booking for its issuance to the employee concerned, copy of which is forwarded to Labour Administration/Estt. Section along with the case file for record purpose.

#### Penalty of withholding increments of pay

In case of repetition, penalty of withholding of one/two increment

- (i) A memo, in suitable format is prepared to show cause as to why the proposed penalty for withholding one/two/three increments of pay (as per order from Disciplinary Authority) should not be imposed upon him for his aforesaid misconduct within 7 days from the date of receipt of the show cause memo and the signature of Disciplinary Authority is obtained.
- (ii) Entry is posted in Outward Register.
- (iii) The same is forwarded to the Asstt. Manager, Booking for its issuance to the employee concerned and copy is filed for vigilance record and entries are posted in Vigilance Case Register.
- (iv) A submission note is prepared for confirmation of proposed penalty or otherwise after receipt of reply from the employee concerned or failure of concerned employee to submit his reply to show cause memo within stipulated period and orders from Disciplinary Authority are obtained.
- (v) Penalty order, in suitable format, is prepared directing him to be careful in observing conduct Rules and Regulations, failing which he will be liable for severe disciplinary action, as deemed fit. and signature for Disciplinary Authority is obtained.
- (vi) After posting the penalty order in the Outward Register, it is forwarded to Asstt. Manager, Booking for issuing the same to the employee concerned, copy of which is forwarded to Labour Administration/Estt. Section along with case file for record purpose and Wage/Computer Section for necessary action towards implementation of the penalty on the employee concerned.
- (vii) A copy of the penalty order is also preserved for vigilance record and necessary entries are posted in Vigilance Case Register.

#### **4. Attending the cases of employees kept under Suspension :**

- (i) The criminal case is submitted to Disciplinary Authority for suspension of the concerned employee under Regulation 7 of MbPT Employees (C.C.A.) Regulations 1976 if he has been taken into Police Custody for exceeding 48 hrs.

- (ii) On approval from the Disciplinary Authority, suspension order is prepared and issued to the employee concerned and copies are forwarded to the respective internal Sections / Departments for their further action.
- (iii) The criminal case information is sought from the concerned police station to ascertain the criminal charges against the employee.
- (iv) A review of suspension of the employee concerned, pending departmental disciplinary action, is to be taken every quarter by the Review Committee, viz. Dy. Secretary, Dy. C.L.O. & A., Traffic Manager and the Dy. Chairman, in terms of the CVO's letter no. V/MPC/RC(S)/1500 dated 28/09/2005. Accordingly, a note is prepared and put before the Dy. Manager, OBL for its submission to the Review Committee. The suspension of the employee concerned is continued as per the conclusion of the Review Committee regarding the same
- (v) The employee concerned is deemed to be under suspension till the receipt of judgment from the respective Hon'ble Court. If the employee is indicted for the criminal charges by the Hon'ble Court, he is dismissed from the services, thus revoking the suspension and closing the departmental vigilance case in the matter.
- (vi) If the employee is exonerated from the criminal charges against him by the Hon'ble Court, his suspension is revoked with payment of full wages for the entire suspension period and the departmental vigilance case in the matter is closed.
- (vii) If the employee is acquitted from the criminal charges due to insufficient evidence or on technical ground by the Hon'ble Court the suspension is revoked and departmental disciplinary case against him is initiated under charges vetted by CLO & A. If the CSE is found guilty and penalised by the Disciplinary Authority, his period of suspension is treated as suspension only for his entire service record.

**5. Processing of cases of Unauthorised absence for Class III (indoor & outdoor):**

- (i) On receipt of case forwarded by Labour Administration/Estt. Section, the vigilance record is checked for ascertaining whether earlier there was any unauthorised absence case registered against the employee concerned .

- (ii) A submission note is prepared containing details of unauthorised absence of the employee, details of earlier office correspondence such as call-up mema, final notice posted by Labour Administration/Estt. Section and details of disciplinary action taken earlier against the employee concerned towards unauthorised absence (if any) and submitted to the Disciplinary Authority for perusal.
- (iii) According to the merit of the case i.e. the period of unauthorised absence, the reason for such absence, supporting documents, such as private/Govt. Hospital medical certificate, etc., the Disciplinary Authority decides for (a) closing the case file without any further action, (b) initiating minor penalty, such as censure and withholding of increments of pay and (c) issuing charge sheet to initiate major disciplinary action.

**(a) Closing the case file without any further action :**

- (i) In case the absence of the employee is due to genuine medical reasons or if the employee has expired subsequently and PFG/C is forwarded by the Labour Admn., the case file is closed on the basis of submissions made to that effect, duly approved by the Disciplinary Authority.
- (ii) The file is returned to the Labour Administration/Estt. Section for record purpose after posting necessary remarks in the vigilance register, preserving a copy of submission note for Vigilance record and entering the case file in the outward register.

**(b) Initiating minor penalties :**

**Issuance of Mema**

- (i) A Censure or Caution or Warning mema in suitable format is prepared, directing him to be careful and punctual in attending to his duties, failing which he will be liable for severe disciplinary action, as deemed fit.
- (ii) Entry is posted in the Outward Register
- (iii) The mema is forwarded to the Asstt. Manager, Booking for its issuance to the employee concerned, copy of which is forwarded to Labour Administration/ Estt. Section along with the case file for connecting to the personal record of the employee.
- (iv) One copy of such memo is filed for Vigilance record and necessary entries are registered in Vigilance case register.

Penalty of withholding increments of pay

- (i) A memo, in suitable format (**Form No.D-1**) is prepared to show cause as to why the proposed penalty for withholding one/two/three increments of pay (as per order from Disciplinary Authority) should not be imposed upon him for his aforesaid misconduct within 7 days from the date of receipt of the show cause memo and the signature of Disciplinary Authority is obtained.
- (ii) Entry is posted in Outward Register.
- (iii) The same is forwarded to the Asstt. Manager, Booking for its issuance to the employee concerned and copy is filed for vigilance record and entries are posted in Vigilance Case Register.
- (iv) A submission note is prepared for confirmation of proposed penalty or otherwise after receipt of reply from the employee concerned or failure of concerned employee to submit his reply to show cause memo within stipulated period and orders from Disciplinary Authority are obtained.
- (v) Penalty order in suitable format (**Form No.D-2**) withholding of one/two/three as the case may be without prejudice to his future increments is prepared and also directing him to be careful and punctual in attending to his duties, failing which he will be liable for severe disciplinary action, as deemed fit.
- (vi) After posting the penalty order in the Outward Register, it is forwarded to Asstt. Manager, Booking for issuing the same to the employee concerned, copy of which is forwarded to Labour Administration/Estt. Section along with case file for record purpose and Wage/Computer Section for necessary action towards implementation of the penalty on the employee concerned.
- (vii) A copy of the penalty order is also preserved for vigilance record and necessary entries are posted in Vigilance Case Register.

**(c) Initiating of major disciplinary action :**

Issuance of charge-sheet

- (i) A charge sheet, in suitable format, (**Form No.D-3**) is prepared in 5 sets containing Memorandum, Articles of Charges, Statement of Imputation, List of Witnesses, List of Documents and copies of previous penalty order, if any, and put up before Disciplinary Authority for his signature.
- (ii) The charge sheet alongwith copies of listed documents is



forwarded to Asstt. Manager, Booking for its issuance to the charge-sheeted employee (CSE), copy of which is forwarded to Labour Administration/Estt. Section for record purpose.

- (iii) If the CSE is not reporting on duty, the copies of charge sheet alongwith listed documents are posted to his local as well as native place through Regd. A.D./Postal services.
- (iv) If the charge sheet is not acknowledged by the CSE in person or by post and the envelopes containing the copies of the charge sheet are returned back undelivered by the postal authorities a submission note is prepared and put up before the Dy. Manager, OBL for its publication in leading newspapers circulated in Mumbai as well as native place of the CSE for notification.
- (v) On obtaining Dy. Manager's approval, a letter alongwith relevant details is forwarded to Asstt. Secretary (PR) for arranging the publication of notice in the name of CSE regarding the charge sheet in the leading newspapers in circulation as mentioned above. After expiry of stipulated period of ten days from date of such publication the process of departmental enquiry is initiated against the CSE.
- (vi) On receipt of a written statement of defence to the charge sheet from the CSE or his failure in submitting the same within stipulated period of ten days from the date of acknowledging the charge sheet, a submission note is prepared and put up before Disciplinary Authority for further orders.
- (vii) If the Disciplinary Authority finds the statement of defence from CSE as unsatisfactory, the process of departmental enquiry is initiated against the CSE.
- (viii) A copy of charge-sheet is also filed in Vigilance record and necessary entries are posted in Vigilance Case Register as well as C.V.O. Register for major disciplinary action.

#### Departmental enquiry

- (ix) With the approval of the Dy. Manager, Enquiry Officer, Presenting Officer to assist the Enquiry Officer and 1 clerk from the Labour Administration as Prosecution Witness (PW) are appointed (**Form No.D-4**).
- (x) Enquiry Order is prepared and signed by Disciplinary Authority. After posting the same in Outward Register, the Enquiry Order is issued to the CSE, copies of which are forwarded to the Enquiry Officer and Presenting Officer alongwith covering letter and enquiry case file containing copy of charge-sheet and listed

documents

### Enquiry Report

- (xi) After conclusion of Departmental Enquiry, Enquiry Report, in quadruplicate, is forwarded by the Enquiry Officer and is submitted to the Disciplinary Authority, for his perusal.
- (xii) Submission note alongwith the Enquiry Officer's report and leave and absence statement of the CSE, since the date of issue of charge sheet till date is put up before the Disciplinary Authority for orders proposing the major penalty against the CSE.

### Issuance of Show Cause Memo

- (xii) On receipt of approval from the Disciplinary authority, show cause memo, in suitable format, (**Form No.D-5**) proposing the major penalty to be imposed on the CSE & enquiry report is forwarded to the Asstt. Manager, Booking for its issuance to the CSE, after entering the same in the Outward Register
- (xiii) If the CSE is not reporting on duty, the copies of the show cause memo are posted to his local as well as native place address through Regd. A. D./postal services.
- (xiv) If the show cause memo is not acknowledged by the CSE in person or by post and the envelopes containing the copies of the show cause memo are returned back undelivered by the postal authorities a submission note is prepared and put up before the Dy. Manager, OBL for its publication in leading newspapers circulated in Mumbai as well as native place of the CSE for notification
- (xv) On obtaining Dy. Manager's approval, a letter alongwith relevant details is forwarded to Asstt. Secretary (PR) for arranging the publication of notice in the name of CSE regarding the charge sheet in the leading newspapers in circulation as mentioned above.
- (xvi) After expiry of stipulated period of ten days from date of such publication, submission note is put up for confirmation of the proposed penalty
- (xvii) In case of reply to the show cause memo, if the Disciplinary Authority is satisfied, he takes lenient view of imposing less harsh major penalty than proposed one and a penalty order is prepared accordingly.

(xviii) In case of CSE's reply is found to be unsatisfactory/his failure in submitting the same within stipulated period of 15 days from the date of acknowledging the show cause memo by the CSE, a submission note is prepared and put up before the Dy. Manager.

Issuance of penalty order

(xix) After receiving CSE's reply to the show cause memo or his failure in submitting the same within stipulated period of 15 days from the date of acknowledging the show cause memo by the CSE, a submission note is prepared and put up before Disciplinary Authority for further orders. If the Disciplinary Authority considers the reply and takes lenient view of imposing less harsh major penalty (i.e. reduction in pay stages) than the proposed one (removal from services), a penalty order is prepared accordingly.

(xx) If the Disciplinary Authority finds the CSE's reply unsatisfactory and confirms the proposed penalty, a penalty order in suitable format (**Form No.D-6**) for imposing major penalty is prepared accordingly.

(xxi) Entry is made in the Outward Register

(xxii) The penalty order for reduction in pay is forwarded to the Asstt. Manager, Booking for its issuance to the CSE and copies of the same are forwarded to Labour Administration/Estt. Section and Wage Computer for necessary action.

(xxiii) The penalty order for compulsory retirement/removal/dismissal from the services is forwarded to the Asstt. Manager, Booking for its issuance to the CSE and copies of the same are forwarded to Labour Administration/Estt. Section for preparing final settlement dues, Wage/Computer Section, Jr. Acfts. Officer (Ham. Audit), Sr. Accounts Officer, PF Section, Chief Welfare Officer and Chief Medical Officer for their necessary action.

(xxiv) A copy of the penalty order is filed in the Vigilance records and necessary entries are posted in the Vigilance Registers.

4. **Attending Appeal petition/Review petition preferred by the Ex-Employee against penalty order imposed.**

(i) On receipt of appeals filed before the Appellate Authority/Reviewing Authority, instructions are given to concerned establishment/Labour Administration Section for preparing year wise leave & absence statement for last ten years in the

prescribed format from C.P. & I.R.M.

- (ii) After verifying the statement with service sheet and other particulars from personal file of the employee, note to be submitted to the Appellate/Reviewing Authority is prepared with brief history of the vigilance case and para-wise comments on the appeal received and put up before Dy. Manager-OBL for approval.
- (iii) The report along with the appeal, leave & absence statement, personal file and vigilance case file is forwarded to the respective authorities (through Traffic Manager's Office).
- (iv) Personal hearing towards such appeals if decided by the respective authorities, are intimated to the concerned petitioners
- (v) A separate record is kept of such petitions received
- (vi) The decision taken by the Appellate/Reviewing Authority are conveyed to the appellant. If the appeal is rejected, the same is conveyed to the appellant by issuing him order from the Appellate/Reviewing Authority and copy of the same is filed in the vigilance case file after posting necessary entries in the records.
- (vii) If the appeal is considered and the penalty is modified to less severe major penalty, the same is conveyed to the appellant by issuing him order from the Appellate/Reviewing Authority. The copies of such order are forwarded to respective Sections/ Departments for necessary changes in their records as well as for further necessary action due to such modification of penalty. A copy is also filed in the vigilance case file of the CSE after making necessary entries in the vigilance records.

## **5. Miscellaneous**

There are various other duties which are performed by the Vigilance Cell such as :

- (i) Attending leave application of prolonged unauthorised absence (exceeding 90 days) from employee for resuming duties, submitting it to Dy. Manager -OBL for his orders and issuing a letter of resumption of the concerned employee to the Officer in charge.
- (ii) Issuing vigilance clearance to the employee concerned regarding various office procedures i.e. departmental promotions/ACP, NOC for traveling abroad/foreign assignment/passport, settlement of final dues, etc.

- (iii)Arranging payment of honorarium to EO/PO towards departmental enquiry cases.
- (iv)Preparing despatch of every charge sheet, enquiry order , show cause memo, censure memo, penalty order, letters pertaining personal hearings offered by Appellate/Reviewing Authority and Orders of the Appellate/Reviewing Authority in resepct of the appeals to the concerned employees/ex-employees as well as to the Section Managers and head of the departments concerned.
- (v)Preparing periodical statement regarding position of (a) cases under suspension and (b) major disciplinary action cases and submitting same to the Traffic Manager / Dy. Manager,(GEN) for reference.
- (vi)Submitting pending cases for periodical review of Disciplinary Authority.
- (vii)Preparing correspondence to Police authorities/Hon'ble Courts regarding the present status of legal matters pending against suspended/charge-sheeted employees, dispatching the same and recording their replies in the respective case-files for further references.
- (viii)Keeping the vigilance case files as per category i.e. General (Criminal, Court, Suspension, etc.) and Unauthorised absence cases. in numerical order.

**-X-X-X-X-X-X-**

## **DOCKS DEPTT.**

### **BOOKING OFFICE (ON BOARD LABOUR)**

The On Board Labour Booking Office functions under the supervision and control of Dy. Docks Manager (OBL)

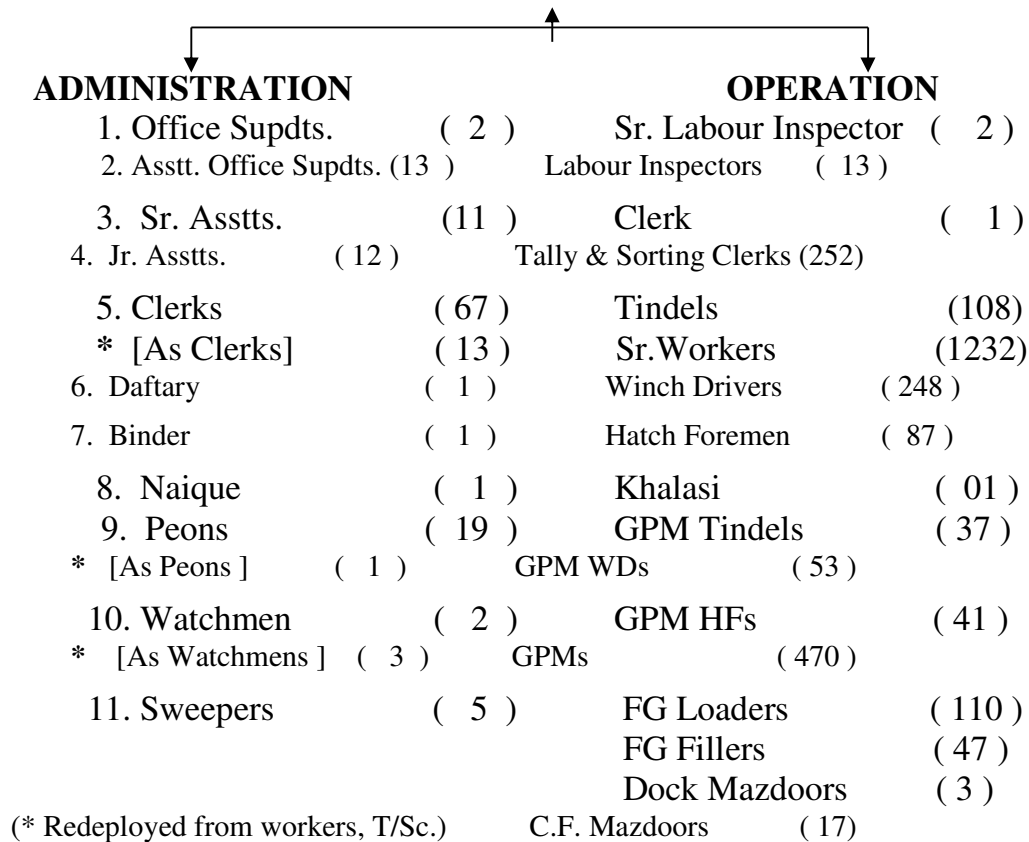
#### **Executive Wing**

The executive wing is managed by Asstt. Manager (Labour Executive) assisted by 15 Labour Inspectors, 135 Indoor Staff, to look after 2706 workforce's mustering, booking and posting, This section also looks after grant of leaves, maintenance of duty cards, attending the grievances of labourers, maintaining periodical medical checkups, nominating labourers for various training programmes etc.

It ensures timely reporting of work force at their posted sheds, effective utilisation of Personal Protective Equipment and achieving maximum output by optimum efforts with available manpower.

**The OBL Booking Office constitutes of :**

#### **ASSTT. MANAGER (LABOUR EXECUTIVE)**



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**2706**

## **BOOKING OFFICE**

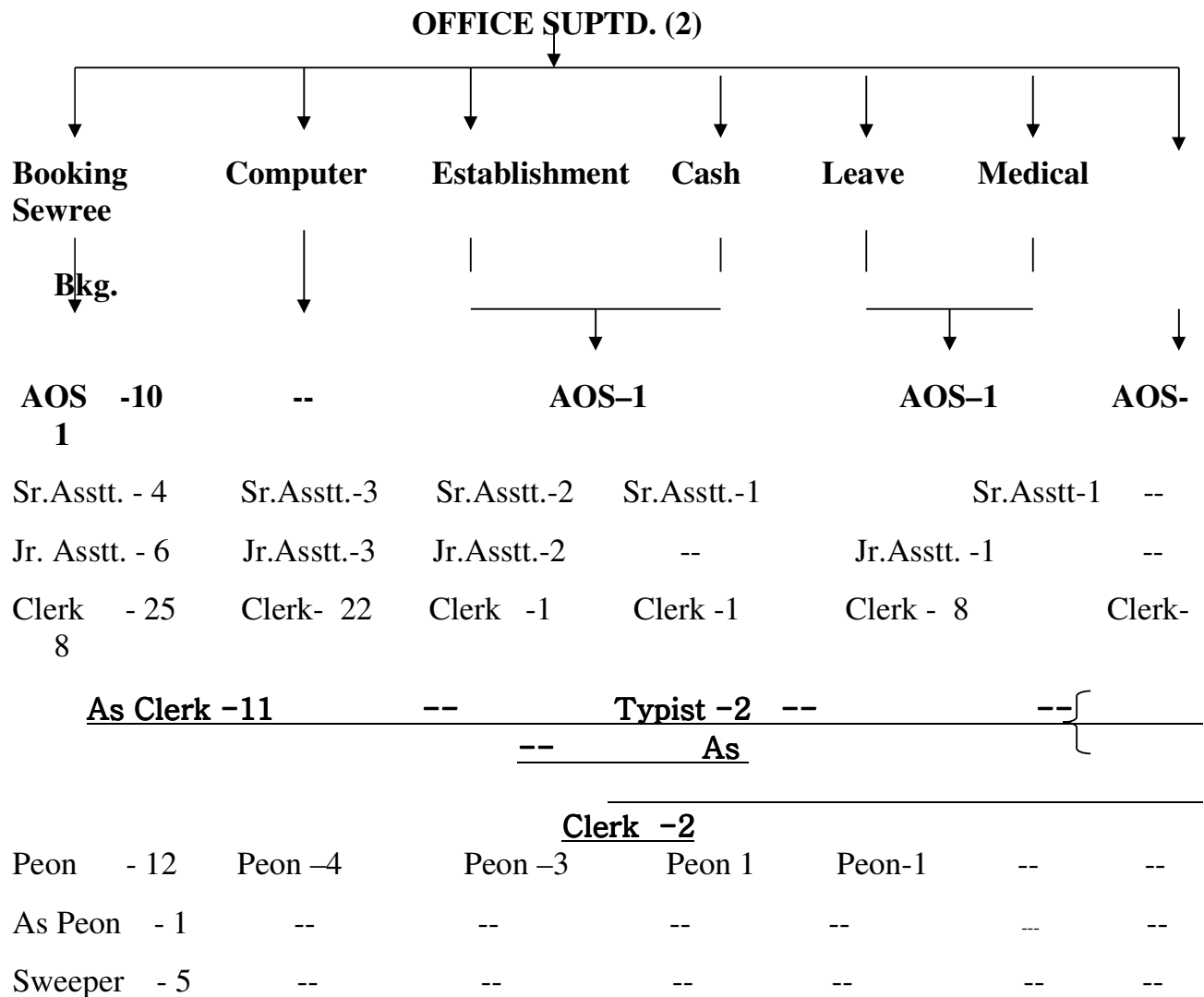
The main booking office is at Shramik Bhavan at Carnac Bunder and functions in four shifts viz. Day Shift, General Shift, Night Shift and Third Shift. The Sub-booking office is at Sewree, which functions in Day, General and Night Shifts only. All the administration work is carried out under the supervision of Office Suptd. with the assistance of other staff.

The operation work is looked after by Labour Inspectors and Supervisory Staff.

The administrative work is carried out in following sub-sections.

Booking Section	Computer Section	Establishment Section
Cash Section	Leave Section	Medical Section
Sewree Booking		

## **ADMINISTRATION**



Watchman - 2	--	Binder-1	--	--	--	--
As Watchman 3	--	--	--	--	--	--

### **BOOKING PROCEDURE**

The main function of OBL Booking is mustering, booking and posting of OBL workers. The Sr. Asstt. alongwith a Jr. Asstt. attend the resource allocation meeting at Ambedkar Bhavan, during Day Shift, receive provisional indent for gangs, T/Sc. and other categories from Vessel Supervisors for all the three shifts. The Asstt. Office Suptd. finalizes the gangs allotment with corresponding shore gangs at 2.30 pm for night and third shifts. Then the indents are fed into computer.

Available strength of workers is obtained from system and starting numbers of gangs and individual category of workers are finalized after going through the previous-day's bookings. The numbers of workers who have proceeded on leave, long absentee, under suspension, deputed for training etc. are blocked. The blocks of workers resumed duty after leave or absenteeism are opened. Finally Number Form is generated from system.

By assessing the number of gangs and other categories of workers indented with available strength, curtailment, if required, is made for smooth and efficient booking.

Indent summary, number forms generated for docks and fixed sheds, starting sheds as per rotation starting number of workers in each category of particular shift etc. are checked. If required, curtailment is made and posting of gang and other category worker is made on number forms and kept ready before the commencement of next shift.

The Booking staff are allocated Booking Windows. They prepare the booking slips, arrange to paste the slips on boards and the boards are kept ready.

The booking windows are opened 15 minutes before the commencement of each shift. Gangs, Winch Drivers, Hatch Foreman, T/Sc. and GPM category booking windows are kept separately. Tindel of the Gang collects the booking by submitting the duty cards of his gang workers collectively. Loose category workers collect their bookings individually by showing their duty card. After the cut-off time of 15 minutes, bell rings and replacement of workers are made in place of absentees. The replaced numbers are properly noted in the number forms. The duty cards of workers in attendance, are kept at the booking office till the end of shift.



Pick up gang, if any, is supplied from the labourers in attendance. The entire booking process is supervised by Asstt. Office Supdt. and in case of shortage of workers in any category it is fulfilled by suitable surplus workers from other categories. In case of any disputes during the booking process the A.O.S. and Labour Inspectors collectively settle the same. After completion of booking roll musters, shed wise musters are prepared by booking clerks concerned.

After the completion of booking process, the booking staff are allocated the work of computer section and other ancillary works like supplying pick-up gangs, receiving of diswaged gangs and other workers etc. by Asstt. Office Supdt..

Gangs diswaged are properly recorded and re-deployed to other required vessels/sheds.

### **The Booking rotation**

All the workers are rotated in three shifts viz. Day, Night and Third shifts. The change shift for workers effects on every fort- night i.e. 1 to 15 and 16 to last day of the month and weekly basis i.e. Monday to Saturday for Tally Clerks.. The change shift is prepared by Office Supdt. The gangs are rotated in Day, Night and Third shift in ratio of 2 : 2 : 1 , the W/Drivers in 1: 1: 1, H.F in 4 : 3 : 2,

Tally Clerks and other categories on 3 : 2 : 1 ratios respectively or as per requirement. W/Off of the workers are changed in every six months and prepared by establishment Section. New Duty cards are issued to workers for every month. 8 gangs for Day shift and 5 gangs for Night shift are posted at Sewree Booking Office on every fortnight.

## **NATURE OF WORK OF BOOKING SECTION**

### **1. OFFICE SUPDT.**

To look after overall booking operation, to prepare workers change shift, staff change shift, to resolve the queries of the workers and staff, to attend letters marked by the Asstt. Manager, (Booking), assess staff and workforce required in each shift and to call workforce for O/Time if required, as directed by Asstt. Manager. To supervise Leave Section, Computer Section, Cash Section etc. and supervise the work of sub-ordinates.

### **2. ASSTT. OFFICE SUPDT.**

To maintain staff allocation book, allocation of staff for booking windows - for Sr.Wr ( 5 ) , T/Sc. (1), W/D.(1), H/F (1), G.P.M. (3), G.T. & G.W/D (1), F/G (2) and Leave section. To comply with the instructions of Asstt. Manager and Office Supdt., finalize the gangs in each shift, allocation of staff for after booking work like preparation of musters, roll muster, to supervise Computer Section, Cash Section, Leave Section etc. Preparing manual order forms of three shifts and finalize the gangs for Night & Third shifts by comparing with Shore gangs along with on shore Labour Inspectors. Receiving of diswage letters from Cargo Supervisors and re-booking of diswaged workers if required. To call the labourers for overtime, when necessary after assessing indents with available strength in consultation with Office Suptd. and Assistant Manager. Maintain

Compensatory Off register for staff members. To attend work at booking windows during the shortage of booking Clerks.

## **20. SR. ASSTT.**

To Look after the daily booking and replacement of workers and also to attend the late orders. After booking, to attend the Resource Allocation Meeting at Ambedkar Bhavan, 4<sup>th</sup> floor to receive provisional indents for Night/ Third and next Day Shift finalized by the Dy. Manager and hand it over to Asstt. Office Supdt. at Booking Office. To attend Time Keeper's Office for finalization of IIIrd shift and next Day Shift gangs and during the shortage of booking clerks, to attend the booking windows..

### **4. JR. ASSTT. & CLERK**

To attend the work as allocated by the Asstt. Office Supdt., to prepare booking slips, issue booking slips to the workers, to replace workers, to prepare shed wise muster, attendance muster, check replacement, muster, to details enter, details in roll muster, to attend diswages and re-book the workers, to check long leave and short leave forms and to forward the same to Computer Section.

### **5. WORK IN GENERAL SHIFT (Jr. Asstt./Clerk)**

- To prepare weekly rota change of workers posted at fixed sheds viz. BPS.
- To maintain register of workers posted at fixed sheds in order to keep their rotation.

- To arrange to send workers for various training programmes to Bhandar Bhavan as per orders received from Training Centre and also from Port Safety Officer.
- To prepare the statement of workers reported for overtimes on Holidays and sent to Wage/Computer Section for necessary payments.
- To prepare attendance of workers deputed for removal of rank vegetation at Jawahar Dweep and forward to Wage/Computer Section.

## **6. PEONS/JAMADAR /BINDER**

**Jamadar & :** To paste Booking slips on Booking board, arranging of job cards, issuing payment slips, Piece-rate slips, job cards, filing work, dispatch work.etc.

**Binder :** To bind various books required for Booking office.

## **COMPUTER SECTION**

### **SR. ASSTTT.**

To generate attendance file for the month and tallying the indent with supply. To prepare weekly rota change of workers posted for fixed sheds, attending to queries of workers regarding attendance, leave balance etc. To attend booking windows during the shortage of booking Clerks.

### **JR. ASSTT.& CLERKS**

- To mark starting numbers of each category of workers in all the shifts and generate the reports of the starting number and strength;
- To make Block/UnBlock for Leave, training, light duty, medical checking, Spl. Duty etc.
- To enter leave application and furnish the available leave details on leave form..
- To enter Indent of all shifts, generate order form reports for booking.
- To generate Number form for all shifts, separately for Docks and fixed sheds.

- To enter data of T/Sc Rota, Fixed Sheds etc.
- To enter attendance and replacement data of all shifts.
- To prepare indent allocation summary, utilization report, daily report, check and print them.

## **ESTABLISHMENT SECTION**

### **ASSTT. OFFICE SUPDT.**

To look after inward and outward correspondence, to prepare staff muster, to prepare Change Shift of staff on every fortnight. To attend P.F.G./C regularly in register, to resolve the complaints received from various sections and to look after the required stationeries.

### **SR. ASSTT.**

To check staff C.L. cards, to maintain staff muster, staff leave record, monthly leave statement etc.

### **JR. ASSTT.**

To sort out the correspondence received from various sections, issue smart cards/duplicate smart card to workers, to look after the redeployment of workers to other departments.

### **CLERKS**

To receive inward correspondence, to dispatch outwards correspondence, to prepare and check staff change shift, muster, to prepare weekly T/Sc's rota.

### **CLERK/TYPIST**

1. To type worker's change shift.
- To type staff change shift.
  - To type T/Sc. Rota 4 (four) time in a month.
  - To type que .
  - To type fix rota (Week rota ).
  - To type several types of corresponding letters, statements, reports in respect of administration.

- To look after the other works as directed during the shortage of staff in the section. Typing of reports/statements as per office requirements.

### **FUNCTIONS OF LEAVE SECTION :**

1. To maintain attendance of all categories in roll muster.
2. To accept the leave forms for C.L., E.L. and H.P.L. etc from the workers and to forward the same to Computer Section for furnishing leave balance and further forward to Asstt. Manager, Booking/Dy.Docks Manager (OBL) through A.O.S. for sanction.
3. To maintain record of long absence (worker absent more than 20 days) and forward to Labour Admn. for further action.
- 4. Issue of E.L. Encashment forms and L.T.C. forms to workers and to forward the completed form to Lab. Admn.**
5. To mark sanctioned E.L. and H.P.L. in roll muster of all categories.
6. Maintain attendance of O.B.L. workers posted on redeployment basis in various sections of Mb.P.T.
7. To keep attendance record of Light Duty worker's working at Booking Section.
8. To dispatch letters to Lab. Admn., Wage Comp., and Estt. Section if requires.
9. To issue call letters, Memoranda, Charge-sheet, Penalty Orders and censure Memos to workers concerned on duty.
10. To accept attendance card while the workers proceed on leave and return back to them while they resume for duties.

### **CASH SECTION**

1. To issue cheques of unclaimed dues of retired workers and unpaid salaries of workers who have not availed the ECS facilities and reimburse medical bills upto Rs.500/-
2. To collect cheques/Cash from F.A. & C.A.O Cash Section.

3. To forward unclaimed pay sheet to Hamallage audit for verification alongwith cheques / Cash, deposited to F.A. & C.A.O. Cash Section, alongwith Currency Note & Statement of unclaimed amount.
4. To prepare unclaimed tickets in respect of died ex-workers. and forwarded to P.F. Section.
5. To forward unclaimed dues list to L. Adm. for intimating to ex-workers at their native place address.
6. To maintain up to date Cash register.

**MEDICAL HEALTH CHECK-UP SECTION BOOKING OFFICE, OBL**

- (iii) To sent workers for periodical Medical Health Check-up and to maintain the records.

Winch Driver and Hatch Foreman are to be sent for Medical Health Check-up every year. All other categories i.e. Gang Tindel, Sr. Worker, Khalasi,T/Sc., GPM Tindel, GPM , Loading Tindels, Loaders, Fillers, Dock Mazdoor and CDLB workers to be sent after every 2 years.

- (iv) To prepare Monthly/Annual statement of periodic of Medical/ Health Check-up and to send to Dy. Docks Manager, OBL.

**Day Shift staff**

1. To call 20 employees for Medical Health Check-up everyday.
2. To prepare Medical Health Check-up cards for employees.
3. To sent the workers along with letters and Medical Check up cards to various Dispensaries viz.. Carnac Bunder, Dock Yard, and Govandi Dispensary.
- 4.To handover the Medical reports received from the dispensaries to workers.

**General Shift staff**

1. To prepare list of employees due for medical check- up.

2. To send detail letters to every Dispensary regarding “Workers sent for Medical check-up for their report”
3. To maintain Medical check-up records of all employees every day
4. To inform A.O.S. Computer Section for Attendance of employees sent for M.H. Check-up day.
5. To, Inform to Office. Supdt. Booking Section every day about the employees sent for Medical Health Check-up.
6. To make arrangement for procuring stationery.
7. To prepare Work Performance Report of light duty workers.
8. To serve the letters to workers- received from dispensaries for Re-medical check-up if any.
9. To hand over the complete reports of Medical Check-ups received from Dispensary to the individual workers.

## **LABOUR OFFICE**

### **Functioning of Labour Inspectorate**

The main function of Labour Inspectorate is to monitor the booking process, redressal of grievance of workers, observance of safety norms, to attend, investigate and report about reportable incident/accident that accrued both on board as well as on shore, arrange to send injured/sick workers to hospital, assist with Asstt. Manager, Labour Executive in enquires, to motivate workers for maximum output with available manpower with due regard to Safety norms such as using personal protective equipment.

### **Senior Labour Inspectors**

To prepare weekly shift change of Labour Inspectors, maintain the muster, ensure that the Labour Inspectors take round in their respective sections, to check the L/Inspector's reports and to appraise the reportable incidents to Asstt. Manager (Labour Executive) or to Dy. Docks Manager (OBL), to visit the vessels regularly, to assist the Asstt. Manager during the enquiry proceeding of accidents involving O.B.L. workers / staffs, to

arrange for personal delivery of office orders, letters to workers at their local address, to prepare the monthly and quarterly statement of incidents of stoppage of work, manpower lost etc.

### **Labour Inspectors**

To monitor the booking process at the time of booking and attend the grievances of labours, if any during the bookings process. After booking to take rounds in their respective sections to ensure reporting of workers and supervisory staff in time., commencement of work in time, to educate the workers / sup. staff to observe safety norms and effective utilization of personal protective equipment.

To resolve the discrepancy of any observed during the rounds. In case of reportable incidents to report sectional Asstt. Manager/Asstt. Manager (Labour Booking). During the shortage of manpower, persuade the workers to work with available workers with their optimum efforts. During the occurrence of accidents on vessel, visit to the vessel, arrange to send the workers to hospital, record the statements of concerned staff and workers investigate and report the same to Asstt. Manager, Labour Booking. To contact hospitals, enquire about the health of injured/sick workers and arrange to inform to the worker's family. To visit hospitals for necessary enquiries if necessary.

### **SEWREE BOOKING OFFICE ( EXTENDED DOCK AREA)**

#### **DAY SHIFT**

**STRENGTH :** ASSTT.OFFICE SUPDT. – 1  
CLERK - 2  
AS CLERK - 2

1. **A.O.S.** Allocation of clerks for booking (to attend booking windows) and after booking for preparation of shed wise muster, attendance and other works, attend call from shed about workers supplied and late orders, diswage of gangs etc.
2. **CLERK** Attending booking windows of Sr. Wr. and G.P.M./C.D.L.B. Preparing and checking of musters, attendance summary, record diswages of workers, replacement of workers and rebooking of workers as and when required.

#### **NIGHT SHIFT**



**STRENGTH**

CLERK - 3  
COMPUTER CLERK - 3

1. **A.O.S.** Allocation of clerks for booking (to attend booking windows) and after booking for preparation of shed wise muster, attendance and other works. Attend the call from sheds about workers supplied and late orders, diswage of gangs etc.
2. **CLERK** Attending booking windows of Sr. Wr. and G.P.M./ C.D.L.B. Preparing and checking muster, attendance allowance, summary diswages, replacement of the workers, rebooking of workers as and when required.
4. **COMP.CLERK** Feeding provisional indent, attending supplementary indent and cancellation, finalization of indent, processing of booking, preparing / checking number forms, attending booking windows.

**Tally & Sorting Clerks**

After getting his booking, reports to the C/Supervisor/Shed Superintendent, who allocates the duty to work in the shed, on the wharf, on deck, in the holds or in the lighters as required. To prepare tally sheet in duplicate, original for Mb.P.T. and duplicate for Agent. To fill up all the particulars regarding shed number, name of vessel, crane number, hatch number, Date and shift, gang number etc. To record timing of each sling on the Import/Export tally sheets and also note down idle period more than 15 minutes. To take down the grand total of the number of pkgs. tallied on each tally sheet and also total for whole shift. Tally clerk works as a sorting clerk vice-versa as and when required.

**Working on Import cargo**

**As Tally Clerk**

To enter the sling number, port marks, description of the cargo, marks, number, and weight of each pkgs. discharged from ship either on shore or overside and shows the number pkgs. discharged in each sling. To note the discharging of cargo as per the special instruction, if any, given by Cargo Supervisor. To note down in the tally sheets remarks with regard to broken and damaged pkgs. If cargo of a port other than Mumbai is discharged, to report the matter to the Supervisor/Foreman. If, at any time, notices of pkgs. loaded or loaded excess of

SWL of the crane or derrick, to report it to the C/Supervisors or to Foreman .

### **As Sorting Clerk**

To ensure that no cargo of other ports is discharged, unless has given any special instructions. To carry out special instructions given by the Supervisor regarding

cargo to be retained on board , same bottom cargo, dangerous goods, fire arms etc. To ensure no Broken or damaged pkgs. are discharged before the same are brought to the notice of the cargo Supervisor or the Foreman. To guide the gang workers with the weight of pkgs. and that the slings are not overloaded.

### **Export Cargo**

#### **As Tally Clerk**

Before the loading of export cargo to ensure Custom's 'let ship' order, description of cargo, port marks, counter marks and numbers as shown on the pkgs. with the particulars of Shipping Bill given, To ensure that pkgs. Which are not covered by the Shipping Bill are not loaded in the slings. To show storage particulars of the cargo in the export tally sheets. To bring shortage/excess in tally, to the notice of cargo supervisor.

#### **As Sorting Clerk**

To receive shipping bills from the cargo supervisor, check whether the shipping Bills are examined and passed by the Custom authorities permitting Shipment. Prior to the shipment of the cargo. To inform the tally clerk the particulars of the shipping Bill number, name of Port and marks and numbers, To find the cargo in the shed as per shipping bill, counting the lot and starts loading as per lots. To take special care to see no wrong shipments are made.

### **Working on Container Vessel**

To take the container numbers seal number, size, status of container etc. in Import/Exports tally sheets. To ensure bottle seal on containers and in case of any discrepancy in seal or in case of any damage in container bring it into the notice of shed Supdt, and make necessary remarks in tally sheet.. While destuffing container to check the of seal number before opening of the container. If any discrepancy is noted to bring it to the notice of Shed Supdt. To ensure the numbers of pkgs. destuffed is as per the container loading plan. While stuffing containers to ensure the marks and numbers, description of cargo, shipper, Gr. Wt. of cargo, number of pkgs. stuffed etc. To records the

seal number while closing the container.

### **Tindel**

He is incharge of his gang workers, his duties and responsibilities are to collect the booking of his gangs workers collectively by producing their duty cards. To report to the Foreman and as per his instructions to execute the work from his gang workers. To be responsible for their discipline and directs them in their work on deck or holds or on containers where ever work is carried on. To be present by the side of gang workers in the hold/ deck and do manual work alongwith them whenever feels necessary or as directed by foreman. To ensure workers do not overload the gears, cranes beyond SWL. To take all instructions from Foreman/ Chargeman and fully co-operates with him. At the end of the shift, to ensure all workers have come out of the hatch. At the completion of work, to ensure all the gears are deposited at deck/wharf as instructed by the Foreman. To report all case of accidents to the Foreman and accompanies with the injured worker/ sick worker to hospital and also arrange to convey the same to the workers family.

### **SR Workers**

Sr. Workers and for handling containers on. Alongwith co-workers to carry out all loading/unloading work of all types of cargo either packed or in loose condition including collection of spillages as instructed by the Tindel/Foreman. In absence of Tindel, Senior most Senior worker acts as Tindel. To work in all Cargo Vessels, Container vessels, bulk cargo vessels and for stuffing/destuffing of container etc At the end of shift to collect all gears and deposits as instructed by the Tindel/Foreman. To assist khalasis in lashing unlashng cargo.

### **Winchman** (one pair of Winch Drivers per hook)

After the allocation of Ship Crane/Winches by the Foreman, to operate the winches as instructed by the Foreman and according to the signals given by the Hatch Foreman. When operating the winches, to ensure that no damage occurs either to cargo, ship property or to port property, To ensure the safe working load of the crane/Winches and also the weight of the cargo If notices any defect on crane or winches to bring it to the notice of Foreman/Vessel duty officer

### **Hatch Foreman**

To stand on board of the vessel in such a position that his signals are seen by winch operators/ Shore Crane Driver and while the slings are hoisted and

lowered ensures that all the persons are clear off the slings of cargo being landed. To ensure that when a sling of cargo is heaved up, it shall not foul any part of ship's structure or cargo or crane. To ensure that the sling is properly made up and not overloaded. To report to the Foreman in case of overloading of cargo and improper slings.

### **Khalasis**

To look after the work of lashing of cargo/containers under the instructions of the Foreman/or duty officer. To help with the duty officer/Foreman for preparation derricks, unrigging of derricks on completion of work.

### **General Purpose Mazdoor**

The G.P.Ms works in all type of jobs which are not carried out other by Stevedore Pool workmen or Mb.P.T. workmen. The GPM is booked in gang or separately workmen wise as per requirement and manning scale.

### **G.P.M. Category consist of :-**

19. Tindel
20. G.P.Mazdoor
21. G.P.M. Winch Driver
22. G.P.M. Hatch Foreman

### **Work in vessel:**

To lift and stack dunnages, in the hatch, shifts the dunnages, and lays the dunnages in hatches or on deck. To trim bulk cargo such as oil cakes and Sugar. While loading oil cake, Sugar in bulk, to cut the bags and also collect the empty bags. To, handle scrap and clinker, reefer cargo and mail cargo. To dig bulk cargo like fertilizers in the hatches whenever required. To sweep, collect cargo and discharge the same from hatch. To hook/unhook the slings on lorries while dry bulk is handled.

### **Work on containers**

To hook/unhook the containers, places and removes bridge locks, twist locks and container shoes while containers are being handled. To replace ramp near the containers. To help the shore workers for pushing the hand carts in side the container while stuffing/destuffing of containers. To help the Sr. Workers while stuffing/destuffing of 40' containers.

### **Work in Barges**

To work on all self propelled/dump barges except containing break bulk / general cargo for loading /unloading of cargo. Sweeping and cleaning of barges.

### **Work on Shore**

To sweep or clean wharf and shed for the export or Import cargo. To shift/stack cargo in the shed in case of shore workers are not available. To load/discharge mail bags. To sweep and collect spillage and bag the same apart from collecting empty bags on shore and on board the vessel and carry out such other work as per instructions. To clean the crane tracks as required.

### **G.P.M. Tindel**

He is incharge of G.P.M. gang workers, responsible for their discipline and directs their work on decks or in holds or on shore or shed or wherever work is carried out. To be presents by the side of the gang workers and does manual work along with them as and when found necessary.

### **G.P.M. Winch Drivers**

To drive winches and carries out work alongwith the G.,P.M. Gang or unit thereof. Also to work on vessels during the shortage of pool winch drivers.

### **G.P.M. Hatch Foreman**

To carry out work of signalling wherever required and carries out such work along with G.P.M. gang or unit there of as per requirements.

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*DEPARTMENTAL*  
*MANUAL*  
*BOOKING OFFICE*  
*(ON BOARD LABOUR)*

CATEGORY	BK G.	C O M P.	ES TT.	LE A V E	CA SH	M E DI C A L	SEW REE BKG.	TOT AL
O.S.	2							2
A.O.S.	10*		1	1	1		1	14
SR. ASSTT.	4	2	2	1	1	1		11
JR. ASSTT.	6	2	2	1	1		1	12
CLERK	34	13	2	7		1		57
AS CLERK	13	3						
PEON	5	3	1				1	
AS PEON								
WATCHMAN								
AS WATCHMAN								
BINDER								
SWEEPER								

WORKING MANUAL  
FOR  
OBL- SUPERVISORY  
STAFF,  
ALLIED WORKERS  
&



# STEVEDORING SECTION

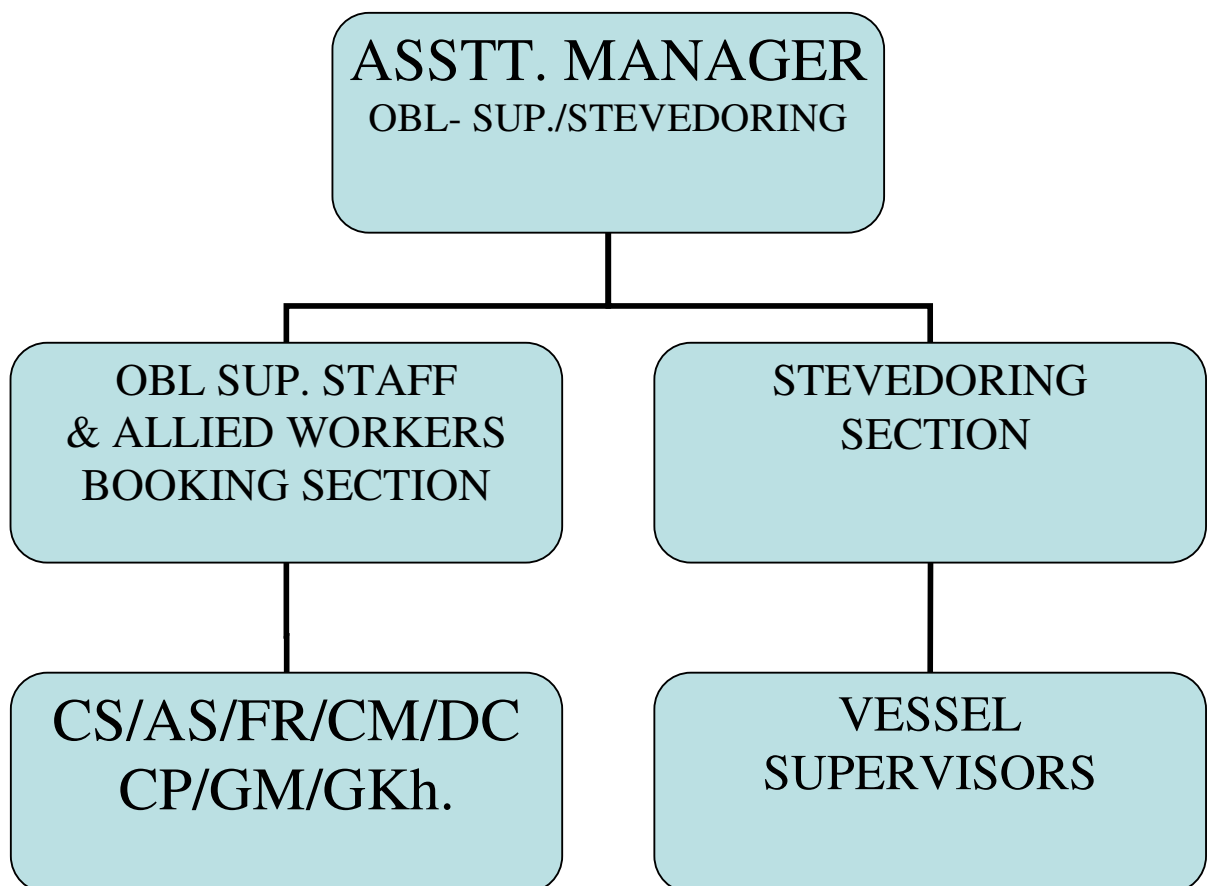
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## STEVEDORING SECTION

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# SECTION CHART



## **OBL SUPERVISORY STAFF AND ALLIED WORKERS**

Supervision of unloading and loading operations onboard the vessel & stuffing/destuffing of containers was basically looked after by registered supervisory staff and allied workers, employed by licensed private stevedoring companies but covered under BDLB scheme. On 1<sup>st</sup> of August 2000, a pool namely 'OBL Supervisory Staff and Allied workers pool' was formed by Mumbai Port Trust after signing an agreement in presence of all parties concerned, accordingly all the registered supervisory staff and allied workers were absorbed by Mumbai Port Trust. Though the stevedores functioned till 31<sup>st</sup> October 2002, their job was only to indent staff as per requirement and the staff was supplied by Mb.P.T. and the stevedores were charged accordingly. On 1<sup>st</sup> November-2002 Mb.P.T. completely took over the job of stevedoring. Given below are the procedures to run the operations of OBL supervisory Section.

### **Sequence of OBL Sup. Staff & Allied Workers Booking Procedure and relevant documentation.**

- Declaration of Weekly Off (W/O) for three months.
- Preparation of rotation for posting of staff (weekly from Monday to Sunday)
- Drafting of the staff according to rotation.
- Indent receiving.
- Entries of indents in Indent Register.
- Marking of W/Off, leave, long absenteeism and staff deputed for training in Indent Register.
- Confirmation of gangs with OBL Labour Booking Office half an hour before commencement of the shift.
- Posting of the staff in staff drafted book as per indent.
- Booking of staff.
- Replacement from Drafted standby staff.
- Replacement from Gate standby staff.
- Receiving of particulars of standby staff and requirements from all gates, if any.
- Replacement from Gate Rotation standby staff from Central Pool on telephone.
- Replacement of staff from Mini Pool (STP/MOD) on telephone.

- Checking of Absenteeism.
- Preparation of 'standby' list at Central Pool.
- Preparation of 'Utilisation' report.
- Preparation of 'statement of percentage of absenteeism'.
- Posting of 'Roll Muster'.
- Preparation of 'Attendance Muster' of standby staff.

#### **Declaration of Weekly Off:**

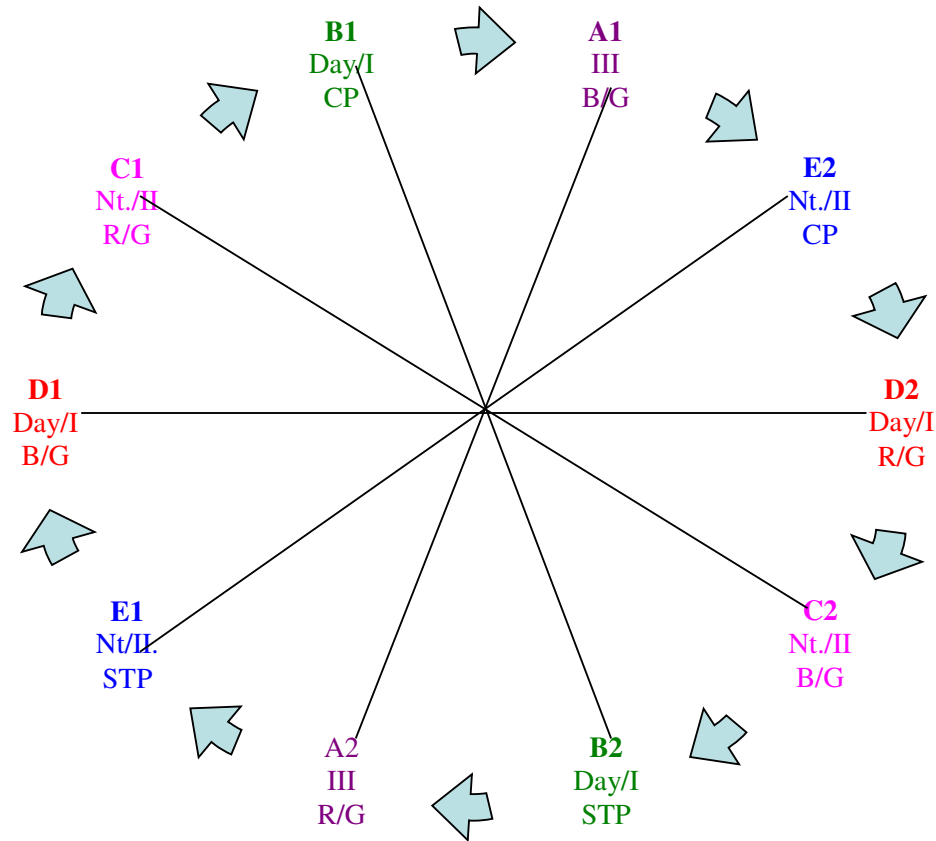
Weekly off for the OBL Supervisory Staff & Allied Workers are changed after every three months. Staff/workers are allotted w/off's in such a manner that they are equally available for cargo operation on all days of the week. Each category of Sup. Staff/Allied Workers are divided in to eight group. Two groups are given Sunday weekly off. The rotation of weekly off is in the following manner:

SUN – MON – WED – FRI / SUN –TUE- THU- SAT

Hence in rotation everybody is allotted weekly off on all days of the week. This rotation cycle normally completes by two years.

#### **DRAFTING OF OBL SUPERVISORY STAFF & ALLIED WORKERS**

#### **CYCLE OF ROTATION**



**BG-** Blue Gate, **CP**-Central Pool, **RG**-Red Gate

Each category of supervisory staff and allied workers are divided in to five groups namely A, B, C, D, and E, and two groups are drafted in DAY shift, two in NIGHT shift and one in THIRD shift. Each group has a unique shift plan, thus there are five different shift plans for five groups, with specific sequence in which the groups are rotated.

Further each group is, equally divided into two sub-groups, viz. A1, A2, B1, B2, C1, C2, D1, D2 and E1, E2. As it is evident from the chart the sub-groups of a group always have the same shift. Each supervisory staff/allied worker will be posted in various shifts and at different booking points in a cyclic rotation as shown in the chart for ‘cycle of rotation’.

The docks locations are broadly divided into four GATES, having separate booking points, namely

- (1) Blue Gate (BG), from BPX/BPS/ 1ID to 6ID and 16ID to 22ID, staff reporting at ground floor of Ambedkar Bhavan.
- (2) Red Gate (RG), from 7ID to 15 ID, staff reporting at Central pool at Clock Tower Building, P&V Docks.
- (3) Central Pool, sheds in P&V Docks, the staff reporting at Central Pool.
- (4) The extended docks areas of MODSTP (STP), all sheds of Extended Docks Area, the staff reporting at shed No. 1STP.

As the requirement of staff at Blue Gate booking point is highest and at Central pool being the least, Foreman, Chargeman and Cargo Supervisors originally drafted at Central Pool are deployed as standby staff at Blue Gate. However, Assistant Supervisor, Dock Clerk, Carpenter and Gearman are retained at Central Pool, as the available strength of Asstt. Sup. and Dock Clerk at each booking point is higher than Foreman, Chargeman and Cargo Supervisor.

The above said arrangement of separate booking points helps in ensuring timely reporting of supervisory staff at their respective operational locations/ berths /sheds / working points. From these booking points the staff is posted to their respective working points.

The rotation for OBL Supervisory Pool staff and the allied workers is weekly, that is from Monday to Sunday. The Staff/workers are drafted at fixed location throughout the week and those who are not fixed at any location are considered as standby for the respective booking point. The weekly fixed posting is generated in computer system for the forth coming week and the same is displayed for staff's information. As soon as the rotation process for a particular week is completed, the system itself sorts out 'the last person drafted' and in subsequent week it considers the person after the last drafted person as the first person to be drafted and begins the drafting **process** accordingly. Similarly the first person to be drafted is always posted at starting shed of his respective gate location.

Thus at blue gate the drafting always starts at BPX, provided the person who has to get first posting has not already been to that shed earlier (this is ensured by computerised booking system which checks the last thirty postings of the person concerned), and if so he is posted to the next shed as per the sequence. The staff after him is serially posted to subsequent sheds.

Since some sheds are not working on all occasions and the strength of some categories is insufficient and unequal, staff is drafted only at sheds, which are identified as most working. .

The system omits the persons on “Leave” including long absentees. They are not included in the drafting process by the system.

There are some employees who are given concession of ‘Special shift’ or ‘Light Duty’ etc. Such persons are manually drafted at locations as per official instructions.

Finally the system generates the weekly fixed postings and the same is displayed for staff’s information.

**GUIDELINES FOR BOOKING OF SUPERVISORY STAFF DURING DAY, NIGHT  
AND THIRD SHIFTS**

After allotment of initial booking in sequence in the first 15 minutes, as per the indents received in O. G. Meeting and number of working points confirmed from OBL booking office, the staff is posted at various locations in respective shifts. Additional deployment has to be done due to absenteeism, weekly off of the drafted staff or due to requirement of the staff at the locations where the staff has not been drafted earlier. In such cases the un-utilised staff at drafted locations and standby staff at various booking points are to be utilised. The same will be effected as detailed below:

- 1) The unutilized staff at drafted locations are first to be considered for replacement / additional deployment. They are followed by standby staff at the respective booking points. However for further requirement of staff at a certain booking point, standby staff available at other booking points in the docks is considered.
- 2) Thereafter standby staff at Mini Pool (STP Booking Office) is to be considered for any requirements in the docks.

Since the number of staff in all the categories is not equal, some times in case of shortfall in a specific category, the staff from lower category is posted. Thus assistant supervisors are booked to work as cargo supervisor or dock clerks are booked as assistant supervisors, if available. Similarly charge man performs the duties of foreman and vice versa. Carpenters, Gearman and Godown Khalasies also perform each other’s duties if required. In case of exigency even dock clerks are posted as cargo supervisor.

**During II shift** the above said sequence for replacement is followed for initial booking and for any late requirements. However the idling staff at fixed shed is always considered ahead of standby staff at Mini Pool for any additional requirements in the docks.

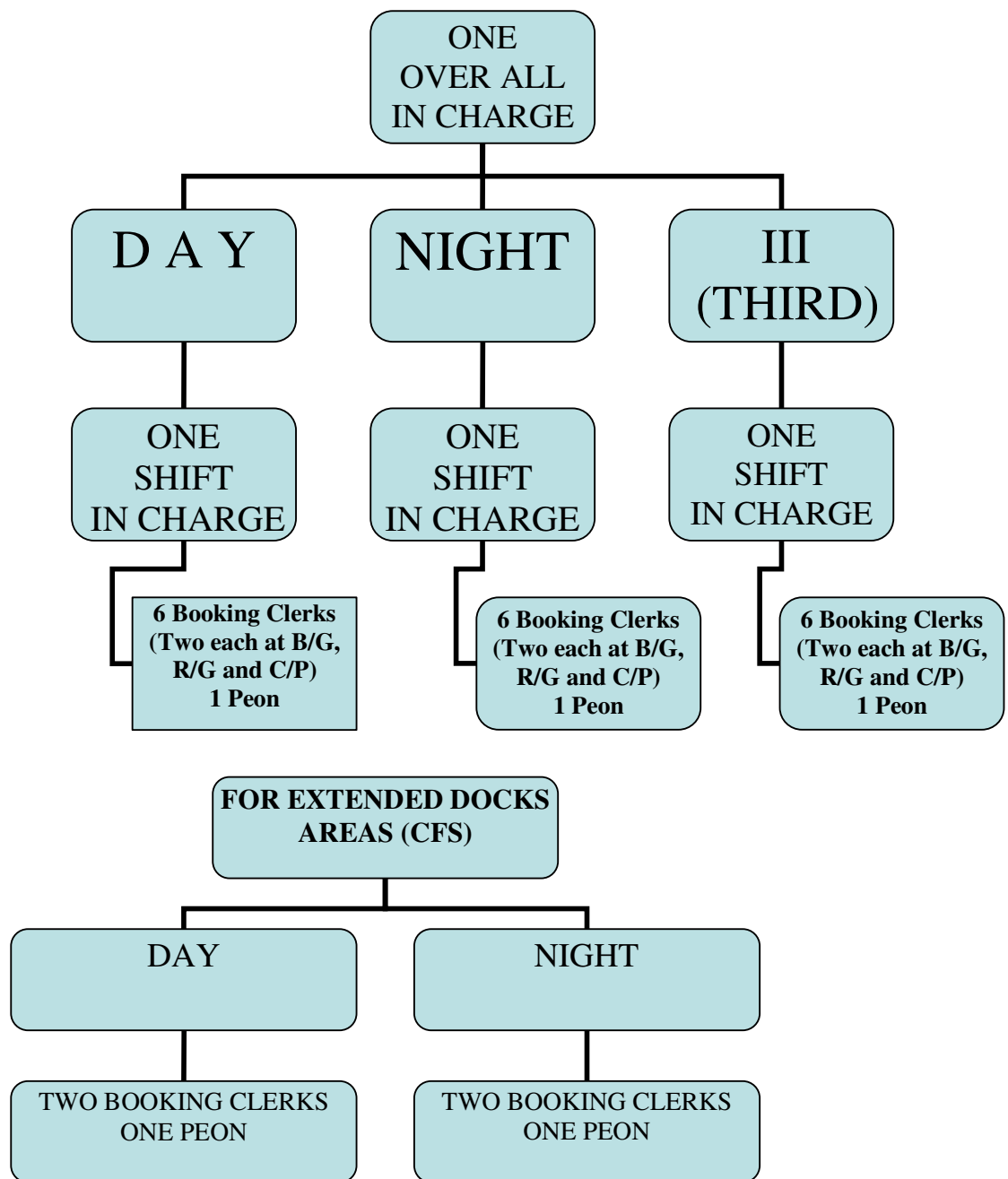
**During III shift**, the sequence of replacement is identical to II shift. Also as normally there are no operations at CFS in III shift, no staff is drafted or posted at STP Mini Pool.

When a working vessel shifts from one berth to another during working

shift, then the entire set of staff, who have worked on the vessel will report to the shifted berth where the vessel is scheduled to recommence the operations.

**DEPLOYMENT OF BOOKING STAFF  
(FOR DOCKS)**





**DUTIES OF OVERALL BOOKING INCHARGE, SHIFT WISE  
BOOKING IN CHARGE & BOOKING CLERKS (Sup. Staff & Allied  
Workers viz. Asst. Sup. Dock Clerk work as Booking Staff)**

The booking office overall in charge attends operation-planning meeting and receives indents, and ensures availability of supervisory staff in all three

shifts. He also assesses the indents, and calls supervisory staff for over time (O.T.) in consultation with Assistant Manager (OBL Sup.) especially on Optional Holidays, if required. He also ensures reporting of posted supervisory staff in time at working points.

Shiftwise booking Clerks check indents for a particular shift and enter the indents in to booking registers for respective gates, in which the Wage Nos. of all the drafted staff have already been entered by the booking clerk and from this registers the bookings are disbursed. At the extended dock areas of MOD/STP also the same procedure is followed.

After completion of the booking process 'Utilisation of Staff' report is prepared. Percentage Report, Standby List, Memo of the standby staff, entry in to Roll Muster of respective shifts are also prepared/done by booking clerks. They also attend to queries regarding booking / attendance etc. from Wage Section, Labour Section or Labour Administration. The booking clerks hand over official orders and letters to staff members concerned in their respective shift.

The over all booking in charge/shift booking in charge and all booking clerks in co-ordination with Assistant Manager (OBL-Sup) strive to ensure smooth functioning of the booking office.

### **DUTIES OF IN-CHARGE-ESTABLISHMENT SECTION**

He co-ordinates with Assistant Manager regarding all administrative matters pertaining to supervisory staff booking section.

Administrative notices / instructions prepared as per the directive of authorities concerned are passed on for the information of employees. Display of information about leave regulations, use of personal protective equipments, punctuality, information about vacancies in various departments, educational facilities, and Chief Medical Officer's health notes. Distributes Provident Fund statement, Income Tax form 16. He also informs over all booking in charge/shift booking in charge/ booking clerks to depute staff for CBI work as per Chief Vigilance Officer's instructions, and keeps records therefor. Gives periodical intimation about long absentees of the staff to the Deputy Manager (OBL) and Assistant Manager (L/Adm.) for further necessary action. Serves Charge sheets, Memos, Penalty Orders and obtains acknowledgement from concerned employees, and forwards the same to the authorities concerned.

Nominates supervisory staff for various training programmes prepared by PMTC from time to time, such as 'Refresher course on safety of supervisory staff', 'Awareness drive regarding organizational changes for cargo handling supervisory staff', 'Improved Oral/Written Communication & Report Writing'.

Also nominates staff for 'Civil Defence training' as per requirement of Director of Civil Defence and directives of Deputy Manager (OBL). Above training programmes are conducted regularly as per schedule and also other training programmes as and when introduced/ organized by PMTC and Directorate of Civil defence. The process of nomination of supervisory staff for training begins with checking availability of staff. The selected staff is intimated in advance, and their availability is confirmed. After confirmation from the staff the list of nominees is forwarded to PMTC and other sections like Wage / computer, for necessary attendance and payments.

### **DUTIES OF MEDICAL SECTION:**

#### **PERIODICAL MEDICAL CHECK-UP PROGRAMME:**

The periodical medical examination is to be conducted for dockworkers under provision of Dock Workers (safety, Health and Welfare) regulation 1990, framed under the Dock Workers (Safety, Health and Welfare) Act 1981 and accordingly OBL Supervisory staff is sent for periodical medical check-up.

The employees due for periodical medical check-up are sent to nominated dispensary, along with the medical check-up forms providing required information about the employee.

After completion of the medical check-up, reports are received from relevant dispensaries. The employees are instructed for further follow-ups if required as directed by the Medical Officer.

A monthly statement of employees sent for medical check-up is prepared dispensary wise and forwarded to Deputy Manager (OBL).

### **DUTIES OF LEAVE SECTION:**

(Leave for Supervisory Staff (Class III) is only recommended, whereas leave for Allied Workers (Class IV) is sanctioned by the Asstt. Manager (OBL Sup.).

Issue various kinds of leave forms for the staff & allied workers, and collect the filled forms. Pass necessary remarks on leave application before forwarding the same to Asst. Manager for his sanction/recommendation. Feeding of leave forms in system and forwarding the application to Labour Administration. Entry of sanctioned leave in the roll muster. Leave Section coordinates with Assistant Manager (OBL Sup.) for granting/recommending of leave to the staff, especially during summer vacation, Diwali vacation and calendar year end so as to ensure availability of sufficient staff for docks/CFS operations.

## **Dispatch:**

Inward and Outward: Receive/dispatch of letters from/to various sections and departments.

Issue call memo: Call-up memos are served to the staff as and when required by the office.

### **Duties of Cargo Supervisor**

Cargo Supervisor is the overall in charge of all onboard operations and relevant documentation.

After reporting at the working point he goes through the Instructions of Vessel Agent/Vessel Supervisor and previous shifts Cargo Supervisor. He consults with the Chief Officer and conveys to the Foreman to post gangs hatch wise accordingly. He posts sorting clerks if required, arranges for shifting of the cranes in consultation with Foreman as per hook points. He supervises the cargo operations continuously and makes required changes in stowage/discharging sequence in co-ordination with Vessel Agents/Chief Officer/Vessel Supervisor. At the end of the shift after assessing hatch position, plans for next shifts operation in consultation with Agents / Chief Officer and conveys the same to successive shift supervisor. He also indents gangs and gears required for the next shift in consultation with Sectional Assistant Manager/Vessel Agents / Vessel Supervisor.

At CFS locations while de-stuffing / stuffing containers he checks all the relevant import/export documents and supervises overall operations with the help of foreman/chargeman, dock clerk and tally clerk/sorter.

He also supervises all documentation work done by assistant supervisor and dock clerks and ensures that all documents and reports are updated accurately and signs them wherever required. At the completion of the vessel operations, he ensures that all the relevant documents and reports are signed by the Chief Officer.

In case of an accident or damage to the cargo or vessel, he prepares a report therefor.

### ***Duties of Foreman/Chargeman***

The Foreman is in charge for all onboard operations of the vessel. Chargeman assists Foreman in performing these operations. Chargeman also takes charge of onboard operations in absence/non-availability of Foreman. The functions of Foreman/Chargeman are identical and the same are detailed as under.

After accepting Booking from the booking office the Foreman / Chargeman reports to the allotted working point, discusses about discharging / loading program with Cargo Supervisor, Agents representative and Chief Officer of the Vessel. Also during the course of operation, he discusses with them required changes in stowage plan / discharging sequence for cargo to ensure safe and speedy operations or due to any other limitation. He supervises the shore crane shifting and rigging of ship's derricks / jumbo etc as and when required.

He collects duty slips of the OBL workers posted at the work spot and posts them serially and hatch-wise. He ensures that the work commences at the scheduled time. He supervises the workers on board of the vessel for smooth operation and team spirit between various categories of workers.

He ensures the supply of required Gear by the gear suppliers and uses proper gear made available by them at the ship's side. He checks the condition of the cargo gear supplied by the gear suppliers so as to ensure safe operations and compliance of guidelines of Dock Safety Inspectorate.

He instructs the workers to discharge the cargo lot-wise to avoid mixing of different types of packages and consignments and also directs the workers to follow the instructions regarding stowage and slinging as indicated on the packing, especially while handling heavy lifts and hazardous cargo. He ensures that the area where cargo operation is in progress is sufficiently illuminated and ventilated. . If he is unable to resolve a dispute raised by workers, he takes help of Labour Inspectors to avoid stoppage of work.

At the CFS locations while de-stuffing general cargo (LCL) containers he ensures use of proper gears as per the requirements of cargo for safe and speedy de-stuffing, especially while handling hazardous cargo. While de-stuffing 'Full Container Load (FCL) cargo, he ensures proper placements of delivery trucks/lorries and safety of labours and cargo. In container stuffing operations, with the help of cargo supervisor and sorter he ensures that there is no broken stowage in LCL containers and takes measures to avoid damage to cargo. He also ensures that cargo stuffed in to the container does not exceed the maximum weight limit prescribed for the container.

He ensures that no worker leaves the work place before the end of shift. In case of injuries to worker while working he gives them First Aid and further,

if required arranges to send injured worker to Port Trust Hospital for necessary treatment. He forwards the accident report in the format provided by Dock Safety.

### **Duties of Assistant Supervisor**

Assists the cargo supervisor in over all operations, especially takes care of entire paper work. Prepares different kinds of reports and certificates depending upon the nature of cargo and type of operation. In absence / non-availability of Cargo Supervisor he performs the duties of cargo supervisor.

The Assistant Supervisor prepares an 'Idle Certificate' (Form No. STEV-03) showing shift wise, hatch wise, gang wise idling period of the vessel and reasons therefor. Further the details of gears utilized are also available in the idle certificate. This report is mandatory for all operations.

#### **1) CONTAINER VESSEL:**

##### **a) IMPORT: 1 Assistant Supervisor (AS)**

He prepares 'Daily Report' (Form No. STEV-7) showing shift wise utilization of number of gangs / OBL allied workers / OBL supervisory staff. This report also shows shift wise and hatch wise discharging details of containers and total tones handled. He also records relevant remarks in the report and uses continuation sheet (Form No. STEV-02) if required.

##### **b) EXPORT: 2 AS (1 for report 1 for Bay Plan)**

Along with the above said daily report showing number of containers loaded, he also prepares 'Export Container Loading' list (Form No. STEV-08) showing details of individual container viz. container number, size, type, gross weight, Agent or Line code, slot and port of discharge. He also prepares final detailed Bay Plan of containers loaded on board, and 'Ship's Summary-Import/Export' (Form No. STEV-15) showing 'MLO wise and Agent wise details of number of containers handled in course of the vessels operation.

Finally he prepares 'Container discharged/loaded/shifting certificate' (Form No. STEV-13) showing full details of all containers handled and get it signed by the Chief Officer for billing purpose.

#### **2) CONTAINER STUFFING/ DE-STUFFING: 1 AS**

The Assistant Supervisor prepares 'Stuffing/De-stuffing Daily Report' (Form No. STEV-09) depicting gang and staff deployed for the operation and shift wise number of containers stuffed/de-stuffed. He also prepares 'Export Cargo Along side Report' (Form No. STEV-04) giving details of cargo position in the shed, He also prepares 'Stuffing/de-stuffing Container' list (Form No. STEV-10) giving shift wise details of containers stuffed/de-stuffed.

### **3) DRY BULK & BREAK BULK VESSELS:**

**IMPORT/ EXPORT:** 1AS (for export at completion time 1 additional AS)

The assistant supervisor prepares 'Break-Bulk and Bulk Vessel Daily Report' (Form No. STEV-01) showing gang and staff details. The report also shows shift wise, hatch wise

and total tonnes of cargo discharged/loaded and tonnage of balance cargo to be discharged/ loaded.

For export operations the Assistant supervisor also prepares 'export cargo along side report' (Form No. STEV-04). He attends all carting jobs and maintains a record of carting given and cargo received. He also prepares 'Break Bulk Cargo Shipment' list (Form No. STEV-05) showing details of cargo loaded onboard during respective shifts and stowage of the cargo.

After completion of loading an additional Assistant Supervisor is booked for preparing 'Stowage Plan' showing relevant details of the cargo loaded. A cargo wise, hatch wise and category wise summary of the export cargo loaded (Form No. STEV-06) is also prepared showing number of packages and its weight. He also prepares 'Certificate of Completion and No Damage' to the cargo handled or vessel (Form No. STEV-12) and gets it signed by the Chief Officer.

### **Duties of Dock Clerk**

At the beginning of the shift, the Dock Clerk collects the booking slips of the labours and allied workers (Winch Driver, Hatch Foreman, General Purpose Mazdoors etc.) from the Head Foreman and prepares a 'Labour Return'.

Labour Return form comprises of details such as gang number, winch or ship's crane driver number, hatch foreman number and the numbers of the GPM for extra work or GPM gang in case of container vessel operations, idle periods and the reasons therefor and remarks regarding the nature and type of the operation and cargo handled. It is an important document as 'Piece Rate

Incentive' if applicable, is calculated as per the particulars in Labour Return.

The Dock Clerk also prepares the 'Staff Work Return' of the supervisory staff and allied workers mentioning their wage numbers, names, designations and 'Over Time' timings if applicable.

The number of dock clerks to be posted/deployed for any working point and the nature of work performed by them depends on the nature of cargo handled and the type of operation.

**1) CONTAINER VESSELS:**

**a) IMPORT: 1 Dock Clerk (DC) per hook and 1 common reliever**

The DC collects the import container 'Key Plan or Bay Plan' from the cargo supervisor with instructions, if any, and instructs the workers to discharge containers as per the sequence. Containers discharged are struck off in the key plan or bay plan. He ensures that 'Same Bottom Containers' (Containers not destined for Mumbai) are not discharged. He also ensures that containers with 'Hazardous cargo' are discharged as per the prescribed procedure. He ensures that all import containers are discharged with 'Bullet Seals' and if there is no bullet seal then he informs the authorities concerned and gets them affixed.

**KEY PLAN:** Key plan is a chart showing the stowage details of the entire vessel, giving a bird's eye view of the vessel.

**BAY PLAN:** Bay Plan shows bay wise stowage of every individual container along with all its details viz. container number, size, gross weight, load port, destination port and special markings (hazardous, reefer, open top or flat rack etc.).

**b) EXPORT: 1 DC on shore for feeding and 1 DC onboard for slot marking per hook with a common reliever.**

After receiving 'Container Advance List' and instructions from cargo supervisor or Shipping Agents he feeds the containers from wharf as per the load plan. The last designated ports containers are loaded first in the bottom whereas the first designated port's containers are loaded last at the top. Similarly heavy weight containers are loaded first and lightweight containers on top to keep the vessel's stability in check. Reefer and hazardous cargo containers are loaded as per the instructions of the Chief Officer. The DC also takes the signature/endorsement of the Agent's representative if there are any changes in advance loading list.

The 'Slot' clerk onboard the vessel enters the container numbers as they are loaded in specific slots, as per the key plan, in to a rough bay plan



showing discharge port and container number, from which the final bay plan is prepared by the assistant supervisor.

## **2) CONTAINER STUFFING/DESTUFFING:**

### **a) STUFFING: 2 DC per gang with one common reliever.**

At stuffing point the dock clerk prepares 'Container Load Plan' (CLP), as the cargo is stuffed in to the container. He also prepares the 'Mate's Receipt' for the cargo stuffed.

**CLP:** (form STEV-11) CLP is a document, prepared for individual container comprising of details such as name of the Agents or Shipping Line, container number, port of destination/final port of destination, the Shipping Bill number, Marks on the cargo, Shipper and Consignee of the cargo, Gross Weight and Remarks if any in appropriate columns. In the end he calculates the total cargo weight and adds the tare weight of the container to calculate the Gross Weight of the container. If the cargo contents of the container are hazardous then the corresponding 'IMCO' number is mentioned in the CLP. After completion of stuffing he prepares the cargo label and affixes it on the container along with the Agent or Shipping Line's seal.

**Mate's Receipt:** Mate's Receipt (MR) is an important document and is prepared for individual shipping bill, provided by the Agents or the Shipping Company with its name atop it. All the particulars of the shipping bill viz. shipping bill number with date, marks of the packages, gross weight and net weight of the packages, shipper and consignee, the container number in which that particular cargo has been stuffed, Custom Security Number, GR Number and Custom House Agent's name and number are mentioned in appropriate columns. After the corresponding vessel on which the container has been loaded sails the MR is handed over to Assistant Shed Superintendent, from where it is collected by the CHA on behalf of the shippers after paying all Mb.P.T. dues.

After completion of the stuffing the Dock Clerk stamps the shipping bill and records required particular on it and thereafter obtain endorsement of the Preventive Officer (P.O.) of Customs. He then sorts the CLP and gives the original to the Agents representative and one copy to the P. O. and collects Custom Bullet seal from the P.O. and seals the container in presence of the Custom peon. Also he keeps the record of cargo received during the shift and makes entries in to cargo register to this effect.

### **b) DESTUFFING: No DC is booked for only de-stuffing operations of FCL/LCL containers.**

3) **DRY BULK VESSELS: 1 DC**

The Dock Clerk prepares 'Output Certificate' of the hook wise cargo discharged for the respective shift. Then he notes down lorry numbers of the previous shift from the 'Tally sheet' and enters the same in the Weighbridge Register. He visits the Weigh Bridge concerned and notes down the cargo weight of each lorry. He returns back to the working shed and enters hookwise / hatchwise weight of Lorries in tally sheets and Weigh Bridge register and works out the net weight of each lorry. From this he calculates the out put of each hook and enters the particulars in the tally sheets and Weigh Bridge register and completes the output forms and labour return of the previous shift in all respects.

**OUTPUT CERTIFICATE:** Out put certificate is a form in which all the particulars similar to the labour return are to be written for every gang separately showing tonnage handled by the gang.

4) **BREAK BULK VESSELS:**

**IMPORT: 1 DC**

The dock clerk keeps track of 'Idle timings' and 'reasons' in consultation with cargo supervisor and foreman and completes the labour return in all respects.

**EXPORT: 2DC**

Dock clerks, in coordination with assistant supervisor receives cargo carted down to his shed and maintains its complete details in the cargo register. He prepares Mate's Receipt and Cargo Manifest of the loaded shipping bills. Completes the loaded M/Receipts in all respects and gets them signed and seal affixed by the Chief Officer. He hands over the Mb.P.T. copy of the signed M/Receipts to the Assistant shed superintendent under acknowledgement.

After vessel completes loading, he gets all the relevant S/Bills endorsed by the Chief Officer and hands over duplicate copies of M/receipts and Cargo Manifest to him under acknowledgement.

Finally he hands over all the loaded S/Bills, triplicate copies of M/Receipts and copies of Cargo Manifest to the Agents representative under acknowledgement.

**CARGO MANIFEST:**

Cargo manifest is a broad sheet where all the cargo particulars viz. shipping bill number, marks, number of packages, gross weight, names of shippers and consignees and GR No. are to be mentioned distinctly.

### **DUTIES OF CARPENTER**

After accepting booking from respective booking points, he reports to the cargo supervisor at the working shed and works under the instructions of cargo supervisor/Assistant Supervisor / Foreman/Chargeman/Dock Clerk from time to time. He delivers indent / cancellation slips for gangs, gear and crane shifting to the respective departments. He also carries out emergency repair work of damaged cargo to facilitate smooth functioning of loading or discharging operation. He sweeps and cleans containers before stuffing and if required, takes care of chocking / lashing of cargo inside the containers. He carries out work of opening/ closing of containers and sealing and unsealing of containers when required. He is also responsible for inserting carbons into documents if required and similarly removing the carbon from completed documents and segregating different reports and preparing sets of different reports.

### **DUTIES OF GEARMAN/GODOWN KHALASI**

His job is mainly to provide required gear during the operation and ensure that the gears used are proper as per the instructions of Foreman/Chargeman. He also arranges to provide ramps at stuffing/de-stuffing points. He fixes skid-net, safety net, side pal at vessel side for safe operations. He also provides hand-gloves and mask bundles and other safety equipments to the workers as and when required as per the instructions of supervisor/foreman/chargeman. He fixes guiding ropes on spreaders/heavy lifts and ODC packages. He stitches and replaces damaged pals/sling used for bulk cargo.

### **STEVEDORING SECTION**

Prior to taking over of stevedoring activity departmentally by Mumbai Port Trust, licensed stevedores carried out stevedoring operations in the port and each one had its own system of working. Their Port Captains and Junior Officers (Round Bosses) supervised the activities of the vessel operations. The Port Captains and Junior Officers used to attend the OG meeting on par with the Agents. Depending upon the arrival of the vessel, the loading and discharging of cargo was planned. The Port Captains and Junior Officers used to take rounds on the vessel and ascertain the working of the vessel.

Mumbai Port Trust took over Stevedoring on 1<sup>st</sup> November 2002, for operational convenience the existing supervisory staff was suitably reorganized. Accordingly some staff were associated with vessel planning they were called

Vessel Supervisors.

The office of the stevedoring section is situated at Dy. Docks Manager's (On Board Labour) Office. 4<sup>th</sup> floor, North wing, Ambedkar Bhavan, Near Blue gate, Indira Docks and the stationery section is on the ground floor of same building.

Following teams are identified to cater for stevedoring of vessels inside the docks.

- 1 Centralised Planning Team (CPT)
- 2 Vessel Planning /Operation Team.
- 3 Gear Team (GT)

#### **1. DUTIES OF CENTRALISED PLANNING TEAM (CPT)**

- i To obtain advance intimation of the vessel arrival from Vessel Agent.
- ii To allot the vessel to Vessel Planning team.
- iii To convey instructions from Vessel Agent to the Vessel Planning team.
- iv To liaise with vessel agents/ vessel planning team ,Gear Team.

The Centralised Planning Team consists of two Vessel Supervisors and is assisted by Assistant Cargo Supervisor for indenting labour resources, dock cranes and mobile gear.

The Central Planning Team attends the O G Meeting. The details of the cargo to be handled are received from the vessel agent concerned and the same are conveyed to the vessel planning team. This team is responsible for collecting all information at the very first stage. This team coordinates with the Vessel Agent from the arrival of the vessel till its sailing. This section maintains the records in view of all the vessels declared in the OG meeting. The record includes Name of the Vessel, Expected Time of Arrival (ETA) of the vessel etc.

The important activities carried out by Centralised Planning Team are as follows:

This team ensures proper flow of communication between various sections of stevedoring and the vessel Agents. This team does the cancellation / indenting of the gangs in co-ordination with vessel planning team.

This team also coordinates with Gear Team regarding the allotment of

gear. This team is always in touch with the Vessel Planning Team.

This Team does the posting of Vessel Supervisors on the vessel for Day and Night shifts. The vessel supervisor's rotation is maintained on weekly basis (Monday to Sunday). Allocation of vessel supervisor for third shift only in case of Container Vessels is done from Night shift rota.

The stationery section is situated on the ground floor of Ambedkar Bhavan . This section consists of one Vessel Supervisor (who is also a member of Central Planning team), one Cargo Supervisor, two Assistant Cargo supervisors, two Dock Clerks and six carpenters. This team works in two Groups - one group consisting of one Vessel Supervisor, one Assistant Cargo supervisor, one Dock Clerk and two carpenters in Day shift and the other group consisting of one Cargo Supervisor, one Assistant Cargo supervisor, one Dock Clerk and two carpenters in Night shift.

During Day shift, Stationary Section notes down the number of working vessels in the Docks and gangs allotted on vessel. There after, the carpenter of this Section visits the docks at all the vessel points and collects the completed vessel files and supplies stationery to new vessels. The Vessel Supervisor attends the OG Meeting and takes note of the berthing of vessels declared. The requirement of the stationary for new vessels is assessed and vessel file is prepared accordingly. This vessel file is dispatched to the relevant location before berthing of the vessel. This team keeps record on stocks of stationery and arranges to indent for new stationery in coordination with stationary section, Hamallage and COS Department.

The monthly attendance of all staff posted at Ambedkar Bhavan OBL office is prepared and forwarded to Assistant Manager Wage Computer. All the records such as leave, weekly off, compensatory off etc. are maintained by this section.

## **2. Duties of Vessel Planning Team (Vessel Supervisors)**

This team consists of 30 vessel supervisors. The vessel supervisors work in two groups one group consisting of 15 vessel supervisors in Day shift and other group of 15 vessel supervisors in Night shift.

Once the vessel is allotted to a Vessel Supervisor by the Central Planning Team, he engages in the planning meeting with the vessel agents and gear team headed by the Sectional Assistant Manager, so as to ensure effective planning. He collects all necessary documents with reference to the loading / discharging of cargo from the Vessel Agent. He acquaints with the vessel structure,

stowage, stability and other related particulars.

Depending upon the arrival plan of the vessel, the loading and discharging sequence, number of hooks to be worked, the requirement of Gangs and other related workers is planned. Shore cranes to be utilized are indented & shifting of shore cranes is chalked out.

On arrival of the vessel, the Vessel Supervisor along with Cargo Supervisor and Foreman meets the Chief Officer to discuss the operational issues and gets approved the plan which was prepared beforehand based on the documents and input from the vessel agents. He also takes the Undertaking of the Lifting Appliances. After meeting the chief officer he hands over the planned program and passes all safety instructions to the Cargo Supervisor and Foreman.

While on board the vessel, he takes round of all the hatches and discusses stowage plan for cargo operations with Vessel Agents representative and Chief Officer and accordingly the operations are carried out.

The Vessel Supervisor attends Operation Planning Meeting and discusses with Dy. Manager, ID various aspects of vessel operation and the difficulties / problems if any, that are faced in their day to day work. He indents Gangs, Shore cranes and Mobile equipment for successive shifts, after discussing with the Vessel Agent and Sectional Assistant Manager. Also he plans the cargo operations for successive shifts in consultation with Cargo Supervisor and Vessel Agents. He prepares shift wise plan for the next shift and passes necessary instructions and programme to the cargo supervisor and foreman.

The Vessel Supervisor on completion of the vessel prepares the Bill – 01. Format duly signed which is further verified by the Sectional Asstt. Manager. The Bill-01 format comprises of details of tonnage wise, nature of cargo handled, for a vessel, which is required for computation of stevedoring charges therefor.

### **3. Duties of Gear Team.**

This team consists of three Vessel Supervisors. The team works in two shifts, one consisting of two Vessel Supervisors in Day shift and one Vessel Supervisor in Night shift. This team is assisted by One Assistant Cargo supervisor and Two Dock Clerks. This team reports at Blue Gate office by 8.15 AM in the Day shift and notes down the number of working vessels in the Docks and gangs allotted on that particular vessel. The gear team also visits the

working vessel to inspect their lifting appliances and loose gears. Gear Team is always in touch with the Foreman and Vessel Planning Team. In case of gear failure, gear team immediately informs the gear supplier (Agents) and Safety Cell.

At 10.30 AM Gear Team attends the OG Meeting and takes undertaking from the Agent with regards to utilization of his own gear or Mb.P.T gear after the declaration of their vessel. In case of MbPT gear, (Cargo/Container vessels) Gear Team first takes the copy of vessel Plan and Manifest from the Vessel Agent and prepares gear requisition forms (GR-1, GR-2 and GR-3) in duplicate. Original copy is given to gear contractor on the MbPT panel; signature is taken on the duplicate copy. Gear Team maintains proper records of O.G. meetings and related papers and documents. The record will cover the date of meeting prior to the berthing, date of berthing, list of gear required and list of gear supplied alongside the vessel. Before berthing of the vessel, Gear Team ensures the proper supply of gear by the gear contractor according to the list (Gear Requisition Form). The Gear Team makes frequent visits to the vessel and contacts the vessel supervisors and foreman in case of difficulty for supply of gear. Gear Team keeps the records of gear bill of all contractors of MbPT panel. Gear Team keeps the records of gears utilized by the vessel agents for their vessel.

The Gear Team verifies the Bill – 01 format prepared by Vessel Supervisors (of Vessel planning team) concerned along with documents such as IGM, EGM, Cargo Loading Plan and Daily vessel reports. The Bill – 01 format is forwarded to sectional Assistant Manager for further scrutiny and his endorsement. Finally is sent to Stevedoring Billing Section for necessary billing on the next day after sailing of the vessel.

One copy of the audited stevedoring billing is also received by the Gear Team from F.A.& C.A.O. and preserved for records.

The gear bill submitted by the Mb.P.T. gear contractor is verified with the audited stevedoring bill for the cargo / containers handled on the vessel. The gear bill is then forwarded to Assistant Manager, Stevedoring and Dy Manager (OBL) for necessary approval. The approved bill is then forwarded to FA & CAO, for audit verification and further payment.

# OFFICE OF DEPUTY MANAGER ON BOARD LABOUR

Dr. Babasaheb Ambedkar Bhavan,  
4<sup>th</sup> Floor, North Wing, Indira Docks.



(General Administration, Establishment,  
Legal & Vigilance Section)



## WORKING MANUAL



\*\*\*\*\*

Shri P.P. Phansekar,  
Dy. Docks Manager

Phone No. 5656 5675

Shri R.S. Ghadawale,  
Secretary (OBL)

Phone No. 2261 5955

5656

5676

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**ADMINISTRATIVE SET UP**

**DEPUTY DOCKS MANAGER**

**SECRETARY**

**OFFICE SUPERINTENDENT**

**ASSTT. OFFICE SUPERINTENDENT**

**A**

**B**

**C  
D**

Sr. Steno - 1  
Sr. Asstt. - 2  
Jr. Asstt. - 4  
Clerk - 3  
Jr. Clerk - 2  
Daftary - 1  
Jamadar - 1  
Naique - 1  
Peon - 2  
Sweeper - 1

Jr. Asstt. - 3  
Clerk - 2  
Peon - 2

Jr. Asstt. - 1  
Clerk - 2  
Dock Clerk - 2  
Peon - 1

- A) GENERAL ADMINISTRATION
- B) ESTABLISHMENT
- C) LEGAL
- D) VIGILANCE

## **A) GENERAL ADMINISTRATION**

### **FUNCTIONS**

15. Maintenance of Inward & Outward Register
2. Attend to correspondence received from:
  - a) Ministry, through Chairman/Dy. Chairman/TM's office
  - b) Vessel Agents/Port Users Labour Union/s, SC/ST Association, ex-employees as well as from, and other departments, such as Secretary, Vigilance Department, Legal, CWO, Accounts, CPIRM, etc. and other sections of the Docks dept.etc.
  - c) employee/ex-employee  
&  
Preparation of notes/drafts for Board proposals and Office Orders/ Circulars.
3. Maintenance of Board Meeting TR/Agenda.
4. Compilation of Statistical information.
- (v) Processing of final settlement cases
- (vi) Processing of Pension Option cases under TR-45 and Ex-gratia & Family Pension cases
7. Processing of applications for out-of-Turn employment on compassionate grounds.

8. Processing of applications for obtaining Passport, NOC to travel abroad and Foreign Assignment.
9. Processing of applications for change in Registration record.
10. Disbursing of Petty Cash Expenses.
11. Maintaining of Reservation Roster.
12. Miscellaneous.

## **B) ESTABLISHMENT**

**(Indoor Class III & IV employees of OBL Section)**

### **FUNCTIONS**

21. Maintenance of Service Sheets, Attendance and Leave Records
22. Preparation and maintenance of Personal Files
23. Preparation of Annual Confidential Reports (ACRs) of Class III employees.
24. Preparation of Monthly Pay-Sheets and Supplementary Pay-sheets.
25. Computation of Income-tax
26. Processing of applications for various Advances.
27. Processing of various loans.
28. Processing of various claims.
29. Maintenance of register for cadre-wise staff strength.
30. Maintenance of seniority of all ex-BDLB employees
31. Promotions.
32. Assured Career Progression (ACP) Scheme

- 33. Maintenance of Retirement Register.
- 34. Voluntary Provident Fund (VPF)
- 35. P.F./Gratuity Nomination Forms.
- 36. Benefits extended to the employee from the Centenary Commemoration Fund (CCF)
- 37. Miscellaneous.

## **C) LEGAL**

### **FUNCTIONS**

#### **1. High Court Matters**

Attend to Writ Petitions filed by the ex-stevedores and Labour Union, Filing of suits against the ex-stevedores, etc.

#### **1) Conciliation proceedings before the Regional Labour Commissioner (RLC)**

Attend to conciliation and other matters with RLC

#### **3. Industrial disputes raised before the Central Govt Industrial Tribunal (CGIT).**

Attend to industrial disputes referred to by the Before the CGIT

Case files are prepared for each case separately and all the relevant documents are filed in respective case files. A register is maintained for cases filed for High Court and CGIT matters separately. The hearings of the cases are attended in respective court as well as CGIT as per information received from Legal Department. Parawise comments are being prepared and on approval of the Dy. Docks Manager (OBL) forwarded to the Solicitors/Advocate through legal department. As and when required conferences arranged with the Advocate are being attended. Also affidavits in reply are being finalised in consultation with the Advocate/Solicitors of the Board and declared in the Court.

## **D) VIGILANCE**

### **FUNCTIONS**

23. Receiving cases of misconduct under MbPT Employees (Conduct) Regulations 1976/Criminal (Vigilance Related) Cases and registering the same.

- Maintenance of Vigilance case files/registers
- Processing of General cases (Criminal/Court).
- Attending the cases of employees kept under Suspension.
- Processing of cases of Unauthorised absence for Class III (indoor and outdoor).

(ix) Attending Appeal Petition/Review Petition preferred by the Ex-Employee against penalty order imposed.

(x) Miscellaneous

### **PROCEDURE**

#### **A) GENERAL ADMINISTRATION**

##### **1. Maintenance of Inward Register:**

- i) All correspondence received from outside parties, such as Vessel Agents/Port Users, Labour Unions, Courts/ CGIT, ex-employees as well as from Minisstry, through Chairman/Dy. Chairman/TM's office, and other departments, such as Secretary, Vigilance Department, Legal, CWO, Accounts, CPIRM, etc. and other sections of the OBL Docks dept. are received and recorded in the Inward Register.
- Rubber stamp with date and running number is affixed on the letter and put up to the Dy. Docks Manager/Adm. Officer, as the case may be, for perusal and written instructions
- The correspondence is further scrutinized as (a) for record purpose, (b) for forwarding to the concerned internal sections/other departments (c) for reply and (d) for initiating action.

- The correspondence for record is filed in concerned subject file and the correspondence to be forwarded to the Adm. Officer is taken note of in the Inward Register. Correspondence for forwardal to other Officers of the sections concerned is given to the Despatch Clerk and a note of the outward nos. is made in the Inward Register

### **Maintenance of Outward Register**

Correspondence to be sent to outside parties, other departments, internal sections and office orders/instructions is entered in Outward Register and after registering outward numbers, the same are dispatched to the respective parties/section/department. The copies of such outward correspondence are recorded with concerned subject files.

### **2. Preparation of replies to various correspondence, notes/drafts for Board proposals and Office Order/Circular :**

- (m) Draft replies to correspondence from Ministry/outside parties and notes/draft for Board proposals are dictated by the Dy. Manager or the Adm. Officer.
- (n) After approval, the fair notes/draft for Board proposals are forwarded to Traffic Manager's Office for his approval and further necessary action
- (o) Para-wise comments on various Writ Petitions, Court/CGIT/RLC matters and connected correspondence are dictated by the Adm. Officer and on approval of the Dy. Manager (OBL) are forwarded, through the Legal dept./Advocates. Office Order/Circular are prepared, endorsed and forwarded to the concerned internal sections for the information of section officer / staff and for notification of all the employees. The copies of all such correspondence are recorded in concerned subject files.

### **3. Maintenance of Board Meeting TR/Agenda :**

Copies of Board Meeting TR/Agenda received from Secretary Department are put up to Dy. Manager (OBL) for his perusal and then recorded in concerned subject file.

### **4. Compilation of Statistical information :**

- i) Forwardal of Monthly as well as Annual reports in respect of
  - (a) Scheduled & operative strength of on board labour/supervisory staff and office staff

- (b) Cargo-wise tonnage handled, no. of containers stuffed/destuffed, piece-rate paid to workers and man-shifts utilized for cargo handling, after compilation of the same
- ii) Forwardal of monthly as well as periodical reports in respect of Stoppage of work and loss of manpower after compilation of the statements received to this effect from the internal sections
- iii) Compilation of statistical information for review of stevedoring rates, manning scale of operative labour, piece-rate scheme, datum line, round-the-clock working, payment of night weightage, etc.
- iv) Forwardal of monthly as well as well as periodical statements to the Accounts dept. towards Salary & Wages Expenditure and strength of class III & IV employee allocated to various sections, by compiling information from internal sections
- v) Preparation and forwardal of Budget as well as Revised Estimate towards budgetary provision to Account Department for further process.
- vi) Preparation of draft Annual Administration Report of CH.MbPT. Account by compiling information received from internal sections and forwardal to Accounts Department after approval of Dy. Manager (OBL).

## **5. Processing of Final Settlement cases**

### **In case of retirees**

- (xxi) The employees due for the retirement during the next calendar year are identified, six months in advance and individual Retirement Notice in the prescribed format (**Form No. A-1**) is given.
- (xxii) The PFG/C notification of such employees i.e. intimation regarding cessation of service due to attaining the age of superannuation is issued three months in advance and forwarded to all relevant sections. (**Form No.A-2**)
- (xxiii) Pension form set (**Form No. A-3**) duly filled along with four joint photographs (3" x 2" size) with wife and four single photographs duly attested and option for pension (**Form No.A-4**) to settle under Government definition of pay are obtained from the retiring employee three months in advance. In case employee is governed by Contributory Provident Fund (CPF)



and do not want to opt for pension option for the same in advance during his service period only should be obtained.

- (xxiv) On receipt of recovery statements from the sections concerned, consolidated statement is prepared.
- (xxv) Leave & absence particulars from date of appointment till date of retirement is prepared to work out qualifying service for gratuity and pension.
- (xxvi) Vigilance Clearance is obtained and terminal dues are processed
- (xxvii) Preparation of P.F. recommendation and forward the same to the PF section alongwith recovery statement, vigilance clearance
- (xxviii) Preparation of working sheets on system in respect of Pension/ Gratuity72/DCRG/Commutation of pension recommendation and forward the same along with Pension Form in the prescribed format (**Form No. A-5**) and all papers as per the list provided are forwarded to the Pension branch of the FA & CAO for audit and verification
- (xxix) In case of audit queries, if any, the same are attended to.
- (xxx) On receipt of identification memo from the FA & CAO, the employee is intimated of the same and advised to collect terminal dues and PPO Book from the FA & CAO's dept. on the last working day. Pension and Gratuity amount is paid by ECS in his Bank's Pension Account, as per the particulars furnished by the employee alongwith Pension Forms.
- (xxxi) After his last day's attendance, file is sent for Final settlement and Gratuity to be reprocessed if there is any change in the last pay drawn. The Service Sheet and Gratuity calculation is forwarded to the Pension Section.

**In case of death while in service cases**

- i) On receipt of claim from the relatives of the deceased employee, the claim for pension and duly filled in documents, as per the list provided, such as, Pension Set (**Form No.A-6**) and for P.F.(**Form No.A-7**) P.F. recommendation along with copies of the required documents from this office record as well as documents received from the claimants and recovery statement from all section are forwarded to the P.F. Section for settlement.

- ii) The set of pension forms along with relevant document from this office records and documents received from the claimant as per list provided are forwarded to Pension Section after audit verification.

**In case of medically incapacitated, voluntary retirement and resignation, removal cases**

- Above cases are submitted to the Docks Manager in case of Class IV employees and to the Traffic Manager in case of Class III employees, for approval.
- On receipt of approval, employee concerned is informed regarding his cessation of the service and PFG/C notification is issued and forwarded to all sections concerned. The P.F. recommendation of these cases are then forwarded to the P.F. Section for settlement.
- Four joint photographs with wife and four single photographs along with Pension Forms set, duly filled are taken from them except resigned and removed cases and processed as per the procedure applied in the case of normal retirement. Three months notice pay equivalent to the three month's salary is to be recovered from resigned employees who resigned before giving prior notice and they are not entitled for pension.
- After receiving compulsory retirement, removal or dismissal order of the employee from the competent authority PFG/C notification is issued and forwarded to the all concerned sections. After receiving recovery statement from all sections, P.F. recommendation is prepared as in the case of retirement and forwarded to P.F. Section. Gratuity is to be processed and forwarded to the P. F. Section in case of employee governed by CPF and to the pension section in other cases, only after the claim is received from such employees. In case of removal/dismissal, they are not entitled for pension.
- For Pension and Gratuity calculation, EOL of the entire service is to be worked out and EOL statement prepared except the EOL on account of sickness supported by Mb.P.T. Hospital Certificate. Family details from Pension Set and Service particulars from Personal File to be entered in computer system. Then print of last 90 days worked and 10 months earnings to be printed and corrected as per actual working days. The correction to be made through Computer Data. Then to process and take print of Pension Calculation, Family Pension Calculation, Brief History, Qualifying Service,

Gratuity Calculation, Ten Months earning, 90 days earning. The details of pension and Gratuity recommendation to be filled on the "F" Form of Pension. Then to prepare bunch of papers as per the list prescribed and to send to FA & CAO for further necessary action.

- The Identity Card & Medical Aid Registration Card must be taken from the employee and to be kept on the record in the Personal File.
- The prescribed form (**Form No. A-8**) for the Medical Aid after cessation of the service and one time option (**Form No. A-9**) to be submitted on payment of Rs. 150/- in lieu of outdoor patient's medicine facility. The same are verified with the personal file record and claimant is asked to pay Rs. 600/- in case of Class III employees and Rs. 300/- in case of Class IV employees. After that one Form is kept in this office and one copy is forwarded to the Chief Medical Officer for further action.

6. **Processing of Pension Option cases under TR-45 and Ex-gratia & Family Pension cases.**

- On receipt of application received from the ex-employee for Pension Option, the same is verified alongwith his final settlement dues records
- Statement/working sheet is prepared and sent to Pension Audit Branch for audit
- Attend to audit queries, if any
- Letter received from FA&CAO is issued to the concerned ex-employee on sanction of their pension option case
- Entry is made in the register maintained for the purpose

**Processing of Ex-gratia payment to employee retired on or before 31.12.1985 widows and dependant children of such employees**

- On receipt of applications from the claimants, such claims are verified along with records to ascertain eligibility
- Ex-gratia forms in the prescribed format (**Form No. A-10**) are

issued to the eligible claimant (in duplicate) alongwith Format of Idemnity Bond (**Form No.A-11**) and affidavit (**Form No.A-12**)

- On receipt of duly filled forms and requisite documents such as ration card, election ID, death certificate of ex-employee, widow's affidavit, final settlement papers, service certificate and brief history and application for condonation of delay, if any, 2 passport size photographs, the same are verified and sent to the Pension branch for audit and verification.
- Attend to audit queries, if any
- On sanction of the pension option case as per intimation, received from FA & CAO, letter is issued to the concerned ex-employee
- Separate registers are maintained in respect of Ex-gratia payment to ex-employees and Family.

7. **Processing of applications for out-of-turn employment on compassionate grounds :**

14. On receipt of application from the widow/dependants of the deceased employee for their recruitment in the services of MbPT on compassionate ground, application in the prescribed format (**Form No. A-13**) is issued to the applicant.
15. Duly filled in form, alongwith the required documents such as attested copy of Ration Card, MAR card, Death Certificate of the deceased employee, applicant's School Leaving Certificate / Birth Certificate, Educational Qualification certificate, Caste certificate, Nationality certificate, two copies of photographs, etc. Are verified and forwarded to Manager SOM.
16. Entry is taken in the register maintained for the purpose.

8. **Processing of applications for obtaining Passport, NOC to travel abroad and Foreign Assignment.**

(a) **N.O.C.for making Passport**

**Class III (indoor & outdoor) & Class IV (indoor) employee**

- v) On receipt of application for N.O.C. from the employee for making a passport, application in the prescribed format (**Form No. A-14**) for issue of NOC is obtained from the employee.

- vi) Service particulars and leave record in the prescribed format (**Form No.A-15**) are obtained from the Estt. Section
- vii) Rubber stamp certifying vigilance clearance is got affixed on the service particulars sheet from the Vigilance Cell and the entire bunch of papers are forwarded to the Departmental Vigilance Officer for issuance of NOC for obtaining passport.
- viii) On receipt of vigilance clearance from the Departmental Vigilance Officer, NOC is issued to the employee concerned. Necessary entry is made in the N.O.C. register and the papers are forwarded to the Establishment section for recording the same in the personal file.

Class IV employee (outdoor)

- (iv) On receipt of papers from the Labour Admn., action as at (iii) above is taken
- (v) On receipt of vigilance clearance from the Departmental Vigilance Officer, NOC letter is prepared in respect of the concerned employee (worker) and the same is forwarded to the Labour Admn. For necessary action at their end.

**(b) Permission for taking up Foreign Assignment**

- (viii) On receipt of application (**Form No.A-16**) from the employee concerned seeking permission to take up foreign assignment, Service particulars and leave record in the prescribed format are obtained from the Estt. Section
- (ix) Rubber stamp certifying vigilance clearance is got affixed on the service particulars sheet from the Vigilance Cell and the entire bunch of papers are forwarded to the Departmental Vigilance Officer for obtaining vigilance clearance for taking up foreign assignment.
- (x) On receipt of vigilance clearance from the Departmental Vigilance Officer, the bunch of papers, viz. Application of the employee, service particulars, salary certificate and copies of pay slip for the relevant month, passport, visa, selection letter and vigilance clearance from the Departmental Vigilance Officer, are forwarded to M(SOM) through Traffic Manager for obtaining sanction to the competent authority for taking up foreign

assignment.

- (xi) On receipt of letter from M(SOM) conveying Chairman's sanction, a bond in the prescribed format on Rs. 200/- Stamp Paper for undertaking and monthly deduction payment is taken from the employee. The Bond is then forwarded to the Manager (SOM) through FA & CAO. The bond, with the common seal of Board affixed and bearing signatures of Dy. Chief Accounts Officer and Secretary, received from M(SOM) is kept on record in the personal file of the employee.
- (xii) Letter is issued to the employee conveying the sanction and Identity Card is taken from the employee and kept in the personal file.
- (xiii) Necessary entry is made in the register maintained for the purpose.
- (xiv) Monthly cheques towards office deductions, received from the relative of the employee is forwarded to the FA & CAO with deductions details.

Class IV employee (outdoor)

- (v) On receipt of papers from the Labour Admn., action as at (ii) and (iii) above is taken
- (vi) On receipt of letter from M(SOM) conveying Chairman's sanction, the papers are forwarded to the Labour Administration for further action as at (iv, v, vi and vii) above.

**9. Processing of applications for change in registration record :**

**12** Application received from the staff/worker concerned for change of name in the Registration record and other office records, along with original Gazette of Maharashtra State Government, attested copies of ration card/ election card/school leaving certificate, certificate from Gram Panchayat, birth certificate and an undertaking from the employee concerned, is submitted to the Dy. Manager OBL, through Adm. Officer, and then to the HOD (Traffic Manager) for his approval (**Form No.A-17**)

**13** An office-order, in the prescribed format (**Form No. A-18**) regarding such change in name of the concerned employee is prepared and circulated to all the respective internal sections as

well as concerned departments, viz Accounts, Medical and Welfare for recording the same.

14 Entry is made in the register maintained for the purpose

15 Application alongwith relevant papers is forwarded to Establishment/ Labour Administration Section in respect of staff and worker respectively for record in their personal file.

10. **Disbursement of Petty Cash Expenses :**

Petty cash advance for office expenses to be incurred by the various sections of OBL is obtained by submitting authority letter from Dy. Manager, OBL to Cash Branch (FA & CAO).

The following expenses are met from the petty cash:

14 Funeral expenses: On receipt of verification from Labour Administration in the case of death of a worker, submission is made to the Dy. Manager, OBL, through Adm. Officer, for obtaining approval for payment of funeral expenses, presently Rs.1000/-. Thereafter payment is made to the generally to the widow and in her absence the son of the deceased worker, after obtaining approval of the Dy. Manager, OBL for the same.

15 Stationery: On the basis of half-yearly requirements received from the sub-sections of OBL, a statement is prepared and submitted to the Adm. officer for necessary changes, if any, and then submitted to the Dy. Manager, OBL for his approval. Thereafter, the same is forwarded to the HOD (Traffic Manager) for his sanction of the expenses to be incurred. Cash is given to the concerned sub-sections, depending upon the amount sanctioned for purchase of the stationery. Necessary cash memos towards purchase of stationery, duly counter-signed by the sectional Asstt. Managers, are submitted by the sub-sections.

16 Newspapers: Receipt of newspapers for use of office are verified daily and entry is made in the register maintained for the purpose and after tallying the same with the bill received from the newspaper vendor, the same is submitted the Dy. Manager, OBL for his sanction and payment to the newspaper vendor thereafter. Bills in respect of purchase of newspapers (any 2) by the Officers for their personal use are reimbursed to the extent of 85%, in case the newspapers are not deposited with the office

Entry is made in the register maintained for the purpose.

- 17 Conveyance Allowance: Duly filled in form in the prescribed format (**Form No. A-19**) is submitted by the concerned peon, staff and Officer in respect of expenses incurred by them for travelling in the course of office work. On receipt of approval from the Adm. Officer in respect of travelling expenses incurred by peons and staff and from Dy. Manager, OBL, in respect of Officers, the same are re-imbursed to the extent incurred by the employees/Officers concerned.
- 18 Court Allowance: Duly filled in form in the prescribed format (**Form No. A-20**) is submitted by the concerned staff/Officer as and when he is required to attend the High Court, RLC/CGIT proceedings. On receipt of approval from the Adm. Officer in respect of staff and from Dy. Manager, OBL, in respect of Officers, the same are paid to the employees/Officer concerned @ Rs.45/- to the staff and Rs.65/- to the Officer.
- 19 Postage: Dy. Manager's approval is sought by the concerned section for sanction of amount towards postage expenses. On receipt of approval, the amount as sanctioned, is paid to the concerned section. A statement is then forwarded by the section concerned in respect of expenses incurred on this account.
- 20 Tea/snacks: On receipt of bill from the Hamallage Canteen Manager, re-imbursement is made to the sectional Asstt. Managers, the sanctioned amount of which is presently Rs.150/- In the case of Dy. Manager, OBL, payment is made for meeting the expenses towards tea/snacks, the sanctioned amount of which is Rs.300/-.

Entry is made in the register maintained for the purpose.

- 21 Miscellaneous expenses: Minor Expenses incurred, such as replacement of battery cell, table glass top, urgent xerox copies/binding, purchase of carbon papers for use of supervisory staff section, etc. are met from petty cash, after obtaining approval from Dy. Manager (OBL)

A combined statement of all the above expenses is made periodically and the same is forwarded to the FA&CAO, along with the vouchers/bills for settlement of account and recoupment of petty cash.

In addition to the above, payments are effected to the newspaper



vendor for supplying newspapers for office use. On production of bill by the newspaper vendor, approval is obtained from Dy. Manager (OBL) on the bill and voucher is prepared and payment is made to the newspaper vendor. A separate register is maintained for noting the receipt of newspapers daily.

11. **Maintenance of Reservation Register :**

- xxii) Roster of Class III & IV employees is maintained separately
- xxiii) To update & identify the list of SC/ST candidates for promotion as per the prescribed percentage (15% for SC and 7.5% for ST)
- xxiv) Preparing monthly statement showing category-wise representation of SC/ST employees in the OBL.
- xxv) Preparing quarterly statement regarding representation of SC/ST in the OBL – Groupwise A B C D and forwarded as and when required.
- xxvi) Preparing of consolidated statement regarding information about SC/ST employees in the Traffic Department as per Annexure VIII and IX . Annual forwarded to Manager (SOM).
- xxvii) Furnishing the information in respect of special recruitment drive for SC/ST's information regarding reservation required by the Ministry in prescribed formats (I, II, IV, V & VI) as and when required
- xxviii) Annual report regarding representation of SC/ST/OBC's and number of appointments made during the preceeding calender year and forwarded to Manager (SOM)
- xxix) Information regarding backlog vacancies reserved for SC/ST indirect recruitment quota and promotion quota in the prescribed format – annually forwarded to Manager (SOM)
- xxx) Maintaining SC/ST Roster

12. **Miscellaneous :**

There are various other duties which are performed by the General Administration Section such as :

- (q) Maintaining Office Premises.
- (r) Obtaining Stationery required by various internal sections from Store Department, Stationery Office of Docks Department or from market as per requirement of quantity and quality as well as after fulfillment of necessary procedure.
- (s) Placing of indents for supply of Uniform/Monsoon kit to the Stores dept.
- (t) Settlement of bills for office rent, water charges, electricity charges, telephone charges and charges towards repairs and maintenance of office equipments through Bills Payable Branch (FA & CAO).
- (u) Obtaining office equipments such as Cupboards, Tables, Chairs, racks, etc. from CME Department and maintain Dead Stock Register for the same.
- (v) Arranging repairs of office equipments.
- (w) Disposing old records and arranging for spraying pesticides in the office premises from time to time, etc.
- (x) Preparing Draft Budget, Annual Report in respect of Chairman, MbPT Account.
- (y) Attending and Replying to Audit Queries:

## **PROCEDURE**

### **B) ESTABLISHMENT**

#### **1. Maintenance of Service Sheets, Attendance and Leave Records :**

##### **(i) Service sheets :**

- (a) Service sheet of individual employee in the prescribed format (**Form No.B-1**) is being maintained w.e.f. 1994 (absorption of ex-BDLB employees in the employment of MbPT)
- (b) Particulars of the employee, such as name, date of appointment, designation, date of birth, date of retirement, P.F. A/c no., MAR no., Ticket No., Local as well as Native Place address, etc. and the details of Pay Fixation, Pay-Scale, Increment, Revision of Pay due to Wage Revision as well as Promotion/Demotion are posted in the Service Sheet from time to time. Also details of

claims such as LTC/Bharat Darshan, CEA/RTF, Centenary Fund Payment, etc. and the details of Advance/Loan Payment, tenement details, leave particulars, changes in name/address of employee, censure memo/penalty order, special awards, etc. are posted in the service sheet of the respective employee.

(c) The service sheet of the employee is closed at the time of cessation of the employee from the services with due remarks, number of leave days balance to his credit and number of EOL availed during entire service period. A copy of the closed service sheet is sent for audit to FA & CAO.

(d) The service sheet duly audited is forwarded for the settlement of final dues of the employee.

(ii) **Attendance:**

On the basis of muster in respect of staff of Dy. Manager's office and leave attendance report forwarded by Booking, Wage/Computer, Piece-rate, Labour Adm. attendance is marked in the Attendance Register

(iii) **Leave:**

(a) Casual Leave cards for every calendar year are prepared, employee-wise and forwarded to the respective sections for maintenance of casual leave record.

(b) At the closing of every calendar year, the cards are collected from the respective sections, checked and preserved for audit purposes.

(c) Also leave register of individual employee containing the EL and HPL record is prepared and maintained year wise.

(d) The balance leave is carried forward to the next year.

(e) Leave is credited on 1<sup>st</sup> January and 1<sup>st</sup> July, i.e. HPL 10 days and EL 15 days. In case, the employee has availed 6 days EOL in six months, one day EL gets debited.

(f) At the closing of year, the leave register is closed, verified, posted in the service sheet and preserved for audit purposes.

**LONG ABSENTEE CASES**

8. Long absentee cases of Staff who remain unauthorisedly absent and absent on account of sickness for more than 20 days. In case of

unauthorised absence this office issues letter to the employee at both, Native Place and Local Address to resume duty within 3 days.

9. If the employee does not resume, second letter is issued after 40 days at both the addresses to resume duty.
10. Even then, if employee does not resume duty, third letter is issued after 60 days. After that Long Absentee case is prepared with last 5 years Leave Records and the file is sent to the Adm. Officer (Estt.) for further disciplinary action. After receiving order, the case is closed after taking necessary entry.
11. All letters are sent by Regd. A.D. to the employees and undelivered letter is kept in his Personal File for record. The Adm. Officer (Estt.), can allow the employee to resume duty up to 60 days absenteeism.
12. In case of unauthorised absenteeism (more than 60 days), on account of sickness, the employee is allowed to resume duty by Dy. Docks Manager and forward the leave form to this office. Afterward, leave statement for 5 years is prepared and leave application along with Medical Certificate is forwarded to Adm. Officer for further necessary action if any.
13. The files are returned by the Adm. Officer after taking necessary action. A note of the same is taken in the register and Service Sheet through Computer Data Entry.
14. One person on behalf of administration attends the enquiry conducted by the Enquiry Officer for unauthorised absence.

### **Leave Records:**

Casual Leave - On receipt of CL card (**Form No. B-2**), the dealing clerk updates the leave record and then forwards it to the OS for signature. Thereafter, it is put up to the Adm. Officer/Asstt. Manager in charge of the respective section

for regularisation of leave

Half Pay Leave - On receipt of application for HPL (**Form No. B-3**), for minimum 5 days, the leave to the credit of the employee is verified from the leave register. The application, duly recommended by the Asstt. Manager in charge of the respective section, alongwith the leave register in which the leave is updated, is put up to the Adm. Officer for sanction

Commuted Medical Leave - On receipt of application for CML (minimum 5 days), (Form No. B-3 as above), duly recommended by the Asstt. Manager in charge of the respective section, the employee is directed to the medical dispensary where he is registered for obtaining fitness certificate from the Medical Officer, MbPT alongwith the private medical certificate. On being certified medically fit, the application alongwith the undertaking in the prescribed format (**Form No. B-4**) that he was not arrested or in jail or was not involved in criminal offence during the period of his absence, the same is put up to the Adm. Officer for regularisation.

For CML leave calculated is double.

Earned Leave - On receipt of application for EL, minimum 5 days, (Form No. B-3 as above) which is generally to be filled in advance, duly recommended by the Asstt. Manager of the respective section, the leave to the credit of the employee is verified from the leave register. The application and the leave register, in which the leave is updated, are put up to the Adm. Officer for sanction

#### Encashment of EL

On receipt of application for leave encashment (**Form No. B-5**) and application for availing minimum 7 days EL, which is mandatory, the leave to the credit of the employee is verified from the leave register. Thereafter after reducing the minimum period of 7 days EL applied for/intended to be availed of by the end of the calendar year in one or two bits, maximum 50% of the leave lying to his credit is recommended for encashment and the leave application and the leave register is put up to the

Adm. Officer/Dy. Manager for sanction.

In case the employee avails 7 days leave in one bit, encashment is paid after the expiry of the leave. In case the employee avails 7 days leave in two bits, the encashment is paid after availing the 2<sup>nd</sup> bit which is required to be taken before the end of the calendar year.

## **2. Preparation & Maintenance of Personal Files**

### **Personal Files:**

- (n) Employee-wise personal files are prepared with service particulars alongwith history sheet. Each and every document pertaining to the employee i.e. appointment letter, fixation sheet, P.F. Nomination, leave application, promotion letter, correspondence made to employee/ by employee towards loan & advances, reimbursement claims, allotment of tenement, departmental disciplinary action, etc. is connected to the personal file.
- (n) At the cessation of service, the personal file is closed and forwarded for preparing final settlement dues of the concerned employee.

## **3. Preparation of Annual Confidential Reports (ACRs) of Class III employees :**

- Confidential reports of Class III employees in the prescribed format (**Form Nos. B-6 & B-7**) are prepared every year and forwarded to the Reporting Officer (respective sectional Manager)
- The duly filled in CR forwarded by the Reporting Officer is then placed before the Reviewing Authority (Dy. Manager, OBL) for their perusal and remarks thereupon.
- CR in respect of employees whose payscales are Rs.4640-9500 and below (viz. Jr. Asstt., Clerk, Tally Clerk, Dock Clerk Asstt. Supervisor & Chargeman) and) are submitted to the Addnl. Docks Manager (Accepting Authority) and in respect of employees whose payscales are above Rs.4640-9500 (PA/OS, Asstt. OS, Sr. Assistant, Foreman and Cargo Supervisor) are submitted to the Traffic Manager (Accepting Authority)
- CRs in respect of Class III (outdoor) i.e. supervisory staff & tally clerks are forwarded to the Labour Administration section for

record and the CRs in respect of Class III (indoor) are kept with the Establishment Section

**4. Preparation of Monthly Paysheet & Supplementary Paysheet – Encashment, Unutilised Leave Paysheet, Wages arrears, PLB /PLR, etc.**

Monthly Pay Sheet for class III (indoor & outdoor) & IV (indoor) office staff is prepared on network terminal using the Core Group program. The procedure is as follows:

- Entry of details of attendance, such as increment, festival advance, difference of increment, officiating and cash allowance in a month
- Entry of details of deductions, such as subscriptions, loan and interest to different societies, VPF, Court deductions, bank recoveries, income tax, loans such as Housing loan, Education loan, P.F. Loan, Festival Advance and L.I.C. ,etc are entered
- Entry of monthly overtime, if any
- Staff musters of various sections are called for verifying the leave and long absenteeism for ascertaining the dates of increment and salary. If the employee is a case of long absentee and has no balance leave to his credit, he is not entitled for salary.
- Entry of leave encashment
- Entry of leave and leave merging
- After all entry work, monthly processing is done
- Overtime processing is done
- Deduction report (attendance, all deductions, leave encashment and leave) and overtime is printed and checked
- Printing of greater than deduction report (GRDD) is done and checked
- Printing of earning report, overtime paysheet, regular wage sheet, paysheet summary, allocation, expenditure, overtime expenditure, overtime paysheet, leave encashment statement and leave register is done and checked

- Final processing is done by Core Group on the dates specified every quarter
- Printing of PRSS, Housing loan interest, Personal Computer Advance, Education loan interest, bank, court and LIC recoveries and printing of housing loan deduction report and after signing by the Office Suptdt and Asstt. Manager (Estt.) sending to Audit Paysheet section alongwith original copy of recoveries received from societies
- Printing of payment slip

### **Preparation of supplementary pay sheet**

9. Supplementary pay sheet for encashment, unutilised EL (payable to ex-employee) Wages arrears, PLB /PLR are also processed separately through the system
10. The pay sheet report is forwarded to pay sheet Audit Branch (FA & CAO) for audit purpose from time to time as schedule by FA & CAO.
11. Working sheet is prepared, duly signed by O.S., Asstt. Manager and Dy. Manager, and sent to the Audit Paysheet section. The working sheet is audited and received from the Account Section. Enquiries regarding salary payments and recoveries as well as officiating allowances, are attended by adjusting in the next pay sheet if any. The register for annual increments and various recoveries are maintained for such inquiry purposes.

### **Preparation of PLB/PR**

Leave is checked from the leave statement for 12 months generated from the computer is checked for EOL.

Entries of EOL, wherever necessary, are made in the computer and amount of PLB/PR is then manually calculated.

A final print out is taken and maintained for office record

## **5. Computation of Income-tax:**

- xi) In the last quarter of the financial year, investment details submitted by



the employee are verified alongwith documentary evidence.

- xii) The investment details are then fed in the computer and computerised income-tax rebate admissible is worked out
- xiii) Based on the above, income-tax liability is worked out and balance recovery is made after adjustment
- xiv) Statement of estimated income and income-tax liability in respect of every employee is generated through the computer to enable them to avail income-tax rebate by suitable investments
- xv) After the end of every February employee is issued computer generated I.T. Summary.
- xvi) Annual employee-wise income tax details are finalised by the end of May by the Core Group.
- xvii) On receipt of information from the Core Group, employee-wise certificates in the prescribed Form No.16 (**Form No.B-8**) in triplicate are generated through the computer and signed by the Asstt. Manager,.
- xviii) Original and one copy of the certificates, is given to the employee and one copy is kept in the office record.
- xix) In respect of employees who have availed rebate on various loans, separate certificate in the prescribed Form in triplicate are generated employee-wise and signed by the Asstt. Manager (Estt.).
- xx) Original and one copy is given to the employee and one copy is kept in the office record.

**6. Processing of applications for various Advances :**

**A. Provident Fund Advance:**

- l) Application in the prescribed format (**Form No. B-9 - for house repairing and purchase of flat, ) (Form No. B-10 for marriage)**, in duplicate, is received from the employee, alongwith documents as per list.
- J) The particulars furnished in the application are verified alongwith three months' leave record and service particulars from personal file.
- K) The application is put up to the Dy. Docks Manager through Office Supdt. and Assistant Manager.

- L) Thereafter, the application and the documents are forwarded to the Jr. Accounts Officer, PF Section.
- M) On receipt of letter, in duplicate, intimating sanction is received from FA & CAO, the employee is called and delivered one copy under acknowledgement.
- N) The entry of loan availed is made in the register and service sheet with the Rubber stamp.
- O) Deduction of PF Advance is made through salary.
- P) In case of repayment of P.F. Loan from the employee concerned, the verification is done by the Establishment section duly signed by O.S. and forwarded to Jr. Accounts Officer, P.F. Section.

**B. House Building Advance:**

Application for Housing Building Advance in the prescribed format (**Form No. B-11**), duly filled, alongwith documents as per list, after verification of the same and service particulars from Personal File, is put up to the Dy. Docks Manager through Office Supdt. and Assistant Manager.

Thereafter, the application and the documents are forwarded to the Jr. Accounts Officer, Hsg. Loan.

On receipt of letter intimating sanction is received from FA & CAO, the employee is issued identification memo for payment.

Entry of loan availed is made in the register and Service Sheet with Rubber Stamp

Deduction of loan instalment is made through salary.

In case of repayment of Housing Loan, on receipt of application from the employee, the same is forwarded to the JAO, Hsg. Loan through the Dy. Docks Manager

**C. Festival Advance:**

(v) Application in the prescribed format (**Form No. B-11A**) duly filled is received from the employee.

(vi) Festival Advance is given once in a year during any festival such as, Diwali, Parsi New Year, Buddha Jayanti, Idd, Jewish New Year and

Christmas.

(vii) Festival Advance is equivalent to the basic pay of the employee and recovery is made in ten equal monthly instalments.

(viii) The deduction of festival advance starts from next month from the core group directly.

## **7. Processing of various loans:**

### **A. Computer Loan:**

(iv) Applications in the prescribed format (**Form No.B-12**) for taking computer loan received from the employee, duly filled, alongwith copy of P.F. Slip, Current month's Payment Slip, Medical Card, quotation of Computer are received and after verifying details from personal file and service sheet, eligibility such as PF Loan taken and balance, the same are forwarded to the Dy. Docks Manager through Office Supdt., Assistant Manager, for sanction.

(v) Forms are then sent to the JAO, Computer loan section in the prescribed format (**Form No. B-13**) for further necessary action. Entry is to be taken in register.

(vi) On receipt of intimation letter of sanction from the F.A. & CAO, the employee is called and issued identification memo for payment of computer loan through cheque. Entry of loan availed is taken in register and in the service sheet Deduction of loan instalment is made through salary by the Core Group directly.

### **B. Vehicle Loan:**

(iii) Application in the prescribed format (**Form No.B-14**) for the Motor Cycle Loan, duly filled, alongwith quotation, pay slip, P.F. Slip, mortgage bond on stamp paper of Rs.20/-, in prescribed format (**Form No.B-15**), vigilance clearance from Vigilance Cell (**Form No.B-16**), past three years leave record (**Form No. B-17**), Service Particulars (**Form No.B-18**) is forwarded for sanction to the Traffic Manager after taking signatures of Office Supdt., Asstt. Manager and Dy. Docks Manager. After receiving from Traffic Manager, the case is forwarded to Jr. Accounts Officer, Motor Cycle Loan.

(iv) On receipt of letter intimating sanction is received from FA & CAO, the employee is issued identification memo for payment. The entry of loan availed is made in the register and Service Sheet. Deduction of loan instalment is made through salary

by the Core Group directly.

## **8.Processing of various claims :**

### **A. Leave Travel Concession/Bharat Darshan**

- (ii) An employee is eligible for LTC to his/her native place every year singly and once in two years with family and for Bharat Darshan once in 4 years.
- (xii) An employee is required to proceed on outward journey within 60 days of grant of advance.
- (xiii) An employee has to apply for LTC/Bharat Darshan within three months from the date of completion of journey and within one month if the employee has taken advance.
- (xiv) LTC/Bharat Darshan Advance form (**Form No.B-19**) is issued to the employee concerned who wishes to avail LTC advance before proceeding on journey. The required documents are checked while accepting the same and forwarded to FA & CAO. The FA & CAO forwards the Memo for advance. The employee is then called and issued identification Memo, duly signed by the Asstt. Manager, for receiving advance.
- (xv) LTC Form/Bharat Darshan Form (**Form No.B-20**) is issued to the employee who wishes to avail LTC after completion of his journey. The same is accepted from the employee alongwith proof of travel ticket, undertaking that the particulars of journey furnished in the LTC form are correct (**Form No. B-21**) and declaration that the spouse is not entitled for LTC.
- (xvi) Entry is taken in the LTC / Bharat Darshan Register to verify future claim
- (xvii) Previous claim availed is verified for ascertaining eligibility.
- (xviii) If the employee can't produce his journey tickets, either for the portion of outward journey or inward journey, or if there is a change in the place of journey or does not fulfil the condition at (3) above, approval of Dy. Docks Manager for condonation is required (**Form No. B-22**).
- (xix) Processed LTC/Bharat Darshan Forms are signed by the Office Supdt., Asstt. Manager, and Dy. Docks Manager and then forwarded to the FA & CAO for sanction.

- (xx) Payment of LTC and Bharat Darshan is paid directly through salary.
- (xxi) Record as per block year is maintained in register.
- (xxii) The entry of LTC/Bharat Darshan is made in the service sheet with the Rubber Stamp.

**B. Children's Education Allowance(CEA)/Reimbursement of Tuition Fees (RTF):**

- (vii) Application in the prescribed format (**Form No.B-23**) for RTF (Mumbai) and (**Form No. B-24**) for CEA (Native place), duly filled in and duly attested by the Head of the School, alongwith the original fee receipt, is received from the employee.
- (viii) The particulars furnished in the application are verified with that available in the personal file.
- (ix) The name of the child of the employee is verified from the Medical Form available in the personal file.
- (x) A list is prepared of the eligible employees and the applications alongwith the original fee receipts are forwarded to the Sr. Accounts Officer, Bills Payable section
- (xi) Payment is made through salary by the Core Group directly
- (xii) A copy of the statement is forwarded by the FA & CAO to the office for record

**C. Scholarship:**

- (viii) Application in the format as prescribed by the FA & CAO's office for scholarship is received from the employee, duly filled
- (ix) The particulars furnished in the application are verified with that available in the personal file, alongwith the attested copies of mark sheet and fee receipt attached thereto.
- (x) The name of the child of the employee is verified from the Medical Form available in the personal file.
- (xi) Thereafter, the original fee receipt is defaced with the rubber stamp "MbPT Scholarship".
- (xii) A list is prepared of the eligible employees and the

application alongwith its enclosures is forwarded to the Scholarship Section.

(xiii) Payment to the eligible employee is made through salary by the Core Group directly

(xiv) Entry of scholarship granted is made in register on receipt of intimation of the same by the FA & CAO's dept.

**D. S.F.N.I (Small Family Norm Increment).**

(vi) SFNI application form for grant of special increment in the form of personal pay (**Form No.B-25**) is received from the employee who has undergone sterilization after having 2 children.

(vii) After verifying the details mentioned in the application forms with that from the personal file, the same alongwith Medical Certificate of Family Planning Operation, duly certified by Mb.P.T. Hospital is forwarded to the Traffic Manager in the prescribed format, (**Form No. B-26**), in triplicate, for sanction

(viii) Rate of Increment is based @ increment he is getting at the time of operation.

(ix) In case of delay in submitting the SFNI form within the specified time-limit, i.e. within one month from the date of resumption or within three months from the date of sterilization, approval of the Dy. Docks Manager is required for condonation (**Form No.B-27**)

(x) Entry is made in the service sheet with Rubber stamp.

**9. Maintenance of register for cadre-wise staff-strength**

(iv) In the registers maintained for cadre-wise strength of Class III & IV separately, the names of fresh recruits are added and in case the employees cease to be in service on account of retirement, medical unfitness, death, removal, resignation, etc., the names are deleted.

(v) A statement showing cadre-wise operative strength of the employees as on first day of every month is prepared with details of last month's strength and addition/deletion during the respective month.

(vi) Recruitment roster for base cadre is maintained for accruing

vacancies in the same and those vacancies are filled up as per roster percentage by way of direct recruitment or promotion (if any) from next grade. Presently direct recruitment to the base cadre and selection cadre is not provided

**10. Maintenance of seniority of all ex-BDLB employees**

- (v) A register of cadre seniority of all the ex-BDLB employees working in various departments of the MbPT is maintained to prepare selection list for promotion.
- (vi) Also recruitment roster with back log ( if any ) and ST/SC roster for the promotion cadre is prepared along with list of vacancies in the promotion cadre.
- (vii) Vacancies towards retirement of staff during the entire calendar year are marked in advance for preparing the recruitment roster.
- (viii) Total no. of such vacancies are tallied with difference between scheduled strength and operative strength of the said cadre.

**11. Promotions**

- (vii) On retirement of an employee, the next seniormost incumbent in the feeder cadre, as per the seniority maintained, is identified.
- (viii) Like-wise identification is made in the consequential promotional cadres
- (ix) A list of cadre-wise eligible employees is prepared and placed before the DPC alongwith leave records and CRs for the last 3 years in the case of Class III employees
- (x) A list of selected candidates alongwith the DPC's recommendations is forwarded to the Traffic Manager for approval.
- (xi) On receipt of TM's approval, Promotional orders are then issued and due remarks are spotted the individual service sheets.
- (xii) A fixation sheet for their is also prepared and got audited from the Pay sheet Audit Inspectors and necessary entries are also made in the staff register, seniority register and recruitment roster, employees master pay sheet for further reference.

## **12. Assured Career Progression (ACP) Scheme**

- (ix) Employees eligible for ACP I & II who have completed 12/24 years of service without any financial upgradation are identified.
- (x) EOL sheet of entire service period is prepared to find out the eligible qualifying service for ACP I / II.
- (xi) Service particulars are prepared and vigilance clearance obtained. Thereafter a list of eligible employees is prepared for placing before the DSC alongwith leave records and CRs for the last 3 years in the case of Class III employees
- (xii) The DSC's recommendations are forwarded to the Traffic Manager in case of Class III employees and to the Dy. Docks Manager in case of Class IV employees for approval.
- (xiii) Copies of Traffic Manager's approval to the DSC's recommendation and undertaking to be taken from the respective employees are forwarded to the concerned departments in which the ex-BDLB employee is presently working for taking necessary action.
- (xiv) Financial upgradation to the next higher pay is given to the eligible employee, subject to the undertaking given by him to the effect that he will discharge the duties of the lower post till his regular promotion to the higher scale post.
- (xv) Entry of ACP I / II should be taken in the service sheet through date entry in the Computer
- (xvi) After implementation of ACP, arrears are worked out and got audited from Hamallage Audit if prepared manually and paid through salary.

## **13. Maintenance of Retirement Register**

- (iii) A retirement register for Class III & IV office staff is prepared, month & year wise, according to the date of retirement.
- (iv) During the month of June, a list of staff due for their retirement in the next calendar year is prepared.



14. **Voluntary Provident Fund (VPF):**

- (iv) On receipt of application in the prescribed format (**Form No. B-28(a)**) for making contributions to the VPF, particulars furnished therein are verified with the personal file.
- (v) The applicataion is then duly signed by Asstt. Manager for implementation.
- (vi) On receipt of application in the prescribed format **Form No. B-28(b)** (only in the month of March) for discontinuance and application in the prescribed format (**Form No. B-28(c)**) for additional contribution, action as at (i) and (ii) above is taken.

15. **P.F./Gratuity Nomination Forms:**

- (vi) P.F./Gratuity Nomination Form in the prescribed format (**Form No.B-29**) is received from the employee in triplicate.
- (vii) The particulars furnished therein are verified with the details in the service sheet
- (viii) Entry of Change of Nominee to be entered in Service Sheet and duly signed by O.S. The Form, duly signed by Dy.Docks Manager, is forwarded to the P.F. Section
- (ix) Two copies are received from the PF Section, duly verified.. One copy is filed in the personal file and one copy is given to the employee.
- (x) For changes in the nomination, the employee is requiried to furnish fresh PF/Gratuity Nomination forms.

16. **Benefits extended to the employee from the Centenary Commemmoration Fund (CCF)**

A. **Education Loan:**

- (iv) Application in the **format** as prescribed by the CWO's office for education loan is received from the employee, duly filled in
- (v) After verification of the particulars furnished in the application with that available in the personal file, the certified copies of relevant documents as listed therein, the application, after filling in the details of salary and other

particulars as enumerated in therein, the application alongwith its enclosures is forwarded to the CWO.

- (vi) Entry of loan availed is taken in register and in the service sheet. Deduction of loan instalment is made through salary by the Core Group directly.

**B. Reimbursement of Spectacles**

- (v) Application in the **format** as prescribed by the CWO's office for reimbursement of expenses on spectacles is received from the employee, duly filled in.
- (vi) The particulars furnished in the application with that available in the personal file and the original bill/memo of purchase and certification of recognised ophthalmologist attached thereto are verified.
- (vii) Certificate of admissibility of reimbursement is obtained from the Dy. Docks Manager in the prescribed format overleaf and the application alongwith is forwarded to the CWO.
- (viii) Entry of reimbursement is taken in register and in the service sheet with the Rubber Stamp as the benefit is admissible once in two years.

**17. Miscellaneous :**

There are other functions performed by the Staff Establishment Section are :

- (vii) Issuance of service / salary certificates to the office staff who apply for the same
- (viii) Receiving PF / Gratuity nomination forms, VPF contribution forms, change in nomination and family dependents, change in address, etc. from office staff and processing the same.
- (ix) Allocation of staff for various training programs
- (x) Issuing duplicate Identity Card, duplicate MAR Card etc., staff in case of loss of the same.
- (xi) Preparing periodical statements towards operative strength, SC/ST reservation and backlogs, etc. and forwarding to the respective departments/sections

whenever required.

- (xii) Providing office records required by R.A.O./Audit Inspectors, while statutory audit and answering their queries and observing their instructions in maintaining pay-sheets and other office records towards indoor office staff, in prescribed manner.

**-X-X-X-X-X-X-**

# **PROCEDURE**

## **LEGAL**

### **1. High Court Matters**

#### **Filing of Writ Petitions**

- (x) A copy of Writ Petition filed by ex-stevedores, ex-employees or the Union and received through their Advocate is generally received from the CLO & A and sometimes through the Petitioner's Advocate directly.
- (xi) Contents raised in the petition are perused, defence documentary evidence collected and para-wise comments on the Writ Petition are prepared by the Adm. Officer and duly approved by the Dy. Manager.
- (xii) The para-wise comments along with documentary evidence in support (exhibits) are then forwarded to the CLO & A for submitting the same to the Board's solicitors for filing reply opposing admission and grant of any relief.
- (xiii) Conferences with the Advocate nominated on behalf of MbPT are attended along with the representative of Board's Solicitors.
- (xiv) Draft Affidavit in reply is perused and after approval by the Dy. Docks Manager and file the same on affirmation in the High Court's Affirmation Office.
- (xv) Attend the hearings in the High Court as and when the WP is listed on the board.
- (xvi) In case re-joinder filed by the party, the same are perused and submitted with comments and affidavit filed, if needed.
- (xvii) Individual case files are prepared and status of the case is recorded
- (xviii) Entry is made in the register maintained for the purpose

#### **Filing of Suits**

- (vii) On failure on the part of the Port/Stevedores for payment of dues and inspite of repeated efforts the same remain outstanding, details of outstanding dues are verified from the audit branch of the FA & CAO. A final notice is issued to the defaulting parties for payment of outstanding dues.

- (viii) If the defaulting party fails to respond to the notice, a detailed note indicating the outstanding dues and efforts made for recovery of the same is sent to the Chairman through Traffic Manager and FA & CAO for obtaining sanction for finalisation of suits against the defaulting parties for recovery of outstanding dues.
- (ix) On receipt of approval, the matter is referred to CLO & A for filing of suits alongwith Chairman's approval, details of outstanding dues, efforts made to recover the same, etc.
- (x) On reference made by the CLO & A to the Solicitors/Advocate for finalising suit, any information or documents called for by Solicitors/Advocate are furnished.
- (xi) Draft suit received from the Solicitors/Advocate is perused, cross checked and returned back, duly corrected for finalising the same.
- (xii) The suit is declared in the Hon'ble Court.

## **2. Conciliation proceedings before Regional Labour Commissioner (RLC)**

- (vi) On receipt of letter from the office of the RLC in respect of issues raised by a worker/Union for conciliation before the RLC/ALC, comments on the issues raised are prepared by the Adm. Officer and forwarded to CPIRM, after the same are got approved from the Dy. Manager
- (vii) Documents/other information as required are filed before the RLC/ALC through CPIRM
- (viii) Conciliation proceedings are attended by the Adm. Officer/concerned section officer alongwith an officer from the CPIRM dept. from time to time
- (ix) In case of failure of conciliation, a copy of the failure report forwarded by the RLC to the Ministry of Labour is received which is kept in the respective file.
- (x) Entry is made in the register maintained for the purpose

## **3. Industrial disputes raised before the Central Govt. Industrial Tribunal (CGIT)**

- (ix) On reference of industrial dispute raised by worker/Union before the CGIT, reply to the statement of claims is prepared and forwarded to the CLO & A/nominated Advocate for preparing and filing written statement of defence after the same is got approved from the Dy. Manager.

- (x) If documents are required to be filed, the same are identified and filed in the CGIT
- (xi) Reply to affidavit filed by the workman is prepared after holding discussions with the nominated Advocate and after approval of the Dy. Manager the same is declared in the CGIT.
- (xii) Comments on the written arguments filed by the worker/Union are prepared and forwarded for filing written arguments on behalf of the management after the same are got approved from the Dy. Manager.
- (xiii) Brief the Advocate at the time of oral hearings
- (xiv) If the Award is in favour of the Administration, the same is implemented and copies of the same are forwarded to CLO & A and CPIRM.
- (xv) If the Award is against the Administration, the issue is referred to CLO & A for preferring an Appeal or not, depending on the merit of the case
- (xvi) Entry is made in the register maintained for the purpose.

## **PROCEDURE**

### **D. VIGILANCE**

#### **1. Receiving cases of misconduct under MbPT. Employees (Conduct) Regulations 1976/Criminal (Vigilance Related) Cases and registering the same**

- (iii) Cases of misconduct by OBL Employees (Class III & IV) under MbPT Employees (Conduct) Regulations 1976, such as unauthorised absence, disobedience, habitual indebtedness, cheating illegal gratification, loss to MbPT properties, etc. forwarded by the Labour Administration/Estt. and other internal sections are sorted as (A) General cases and (B) Unauthorised absence.
- (iv) The cases are registered in the Vigilance Register maintained separately for each type of cases as mentioned above and vigilance case file number is allotted according to the serial number of the case-register.

#### **2. Maintenance of Vigilance case files / registers.**

##### **Vigilance Case files**

- (iii) The vigilance case files are maintained by filing every submission note, copies of charge sheet, enquiry order, enquiry report,

presenting brief, show cause memo and penalty order pertaining to the respective vigilance case. The copies of submissions towards Appeal/Review Petition and the orders from Appellate/Reviewing Authority are also filed with the respective vigilance case file.

- (iv) Various registers are maintained for recording vigilance case files with details of their processing stages as per follows :

#### **Index Register**

- (iii) Index Register for vigilance cases is prepared and maintained as per register numbers of the employees under vigilance and the details, such as name of employee, wage no., type of case case file number is shown against the registered number of the employee.
- (iv) This register is useful for issuing vigilance clearance for various establishment processes of the employees as well as for sorting information regarding vigilance action against the employee.

#### **Vigilance Register**

- (iii) Every case forwarded for disciplinary action is sorted out and entered in the separate vigilance registers such as (i) General cases under unauthorised absence, (ii) General cases other than unauthorised absence and (iii) Criminal (vigilance related) cases and case file number is allotted as per serial number of the case entered in those registers.
- (iv) If the concerned employee has a similar type of case already processed under disciplinary action, the same case file number is allotted to the fresh case received against the employee with sub number is marked as '( II )' after the case file number.

#### **Monthly Register of Suspension/ Vigilance Related Cases/ General Cases**

##### **(CVO's Register):**

- (iii) A monthly register of suspension/vigilance related cases/general cases is prepared ( in format prescribed by CVO) and forwarded to the CVO's office for their reference.
- (iv) This register is maintained and forwarded to the CVO's office in the last week of every month.

### **CVO's Register for cases directed from external sources**

A register for cases directed from external sources, i.e. C.B.I. is maintained in the format prescribed by CVO. This register is maintained and forwarded to the CVO's office for their reference at the end of every quarter of the year.

### **Major Disciplinary Action Case Register**

- (iii) The vigilance cases which are processed for major disciplinary action (by issuing charge sheet) are posted in Major Disciplinary Action Case Register maintained as per requirement by Vigilance Department. Each and every stage of such action is posted with relevant details against the case entered in the register.
- (iv) This register is useful for preparing quarterly statements of Major Disciplinary Action Cases forwarded to the Dy. Manager (GEN).

### **Appeal/Review Petition Register**

- (iii) Appeal/Review Petitions received from the ex-Employees removed from the services are entered in Appeal/Review Petition Register, as per date of receipt of such petitions.
- (iv) Every stage of such petitions, i.e. date of receipt of the petition, particulars of the petitioner, date of submission of the note to the respective authority, date of receiving the decision of the respective authority towards the petition with details, etc. is posted against the entry of such petitions.

### **3. Processing of General cases (Criminal/Court)**

#### **Criminal cases**

Case-files for disobedience, cheating, illegal gratification, rape, loss of Mb.P.T. properties and any such misconducts committed by the employee, under MbPT Employees (Conduct) Regulations 1976, fall under criminal cases. They are processed as per following procedure.

- (iv) The vigilance record is checked for ascertaining whether, earlier there any similar type of case was registered against the employee concerned.
- (v) A submission note is then prepared containing details of the misconduct, details of earlier office correspondence and details of disciplinary action taken earlier against the employee concerned towards similar misconduct (if any) and placed before the Disciplinary Authority for perusal.



- (vi) According to the merit of the case, the Disciplinary Authority decides for (a) minor penalty, such as censure or withholding increments of pay and (b) issuing charge sheet to initiate major disciplinary action.

**(a) Initiating minor penalties :**

**Issuance of Mema**

- (xii) A Caution or Warning or Censure mema, in suitable format are prepared, directing him to be careful and punctual in attending to his duties, failing which he will be liable for severe disciplinary action, as deemed fit.
- (xiii) Entry is posted in the Outward Register
- (xiv) The mema is forwarded to the Asstt. Manager, Booking for its issuance to the employee concerned, copy of which is forwarded to Labour Administration/ Estt. Section along with the case file for record purpose.
- (xv) One copy of such memo is filed for Vigilance record and necessary entries are posted in Vigilance case register.

**Penalty of withholding increments of pay**

- (xvi) A memo in suitable format is prepared to show cause as to why the proposed penalty for withholding one/two/three increments of pay (as per order from Disciplinary Authority) should not be imposed upon him for his aforesaid misconduct within 7 days from the date of receipt of the show cause memo and the signature of Disciplinary Authority is obtained.
- (xvii) Entry is posted in Outward Register.
- (xviii) The same is forwarded to the Asstt. Manager, Booking for its issuance to the employee concerned and copy is filed for vigilance record and entries are posted in Vigilance Case Register.
- (xix) A submission note is prepared for confirmation of proposed penalty or otherwise after receipt of reply from the employee concerned or failure of concerned employee to submit his reply to show cause memo within stipulated period and orders from Disciplinary Authority are obtained.
- (xx) Penalty order is prepared in suitable format, directing him to be careful in observing conduct Rules and Regulations, failing which he will be liable for severe disciplinary action, as deemed fit. and signature for Disciplinary Authority is obtained.

- (xxi)After posting the penalty order in the Outward Register, it is forwarded to Asstt. Manager, Booking for issuing the same to the employee concerned, copy of which is forwarded to Labour Administration/Estt. Section along with case file for record purpose and Wage/Computer Section for necessary action towards implementation of the penalty on the employee concerned.
- (xxii)A copy of the penalty order is also preserved for vigilance record and necessary entries are posted in Vigilance Case Register.

**(b). Initiating major penalty**

- (xix)The vigilance record is also checked for similar misconducts earlier committed by the employee concerned
- (xx)If the employee is detained in police custody for more than 48 hours, a submission note is prepared for suspension of the employee concerned under provisions made in MbPT Employees (CCA) Regulation 1976.
- (xxi)If there is no such detention of the employee in police custody, a submission note is prepared containing the details of misconduct, information forwarded by police authorities, i.e. copy of FIR, Panch-nama, Court-case details, etc. regarding criminal charges and details of departmental disciplinary action earlier taken against the employee concerned, if any., and submitted to the Disciplinary Authority for his orders towards initiating major disciplinary action against the employee concerned.

**Issuance of Charge-sheet**

- (xxii) A charge sheet, in suitable format in 5 sets containing Memorandum, Articles of Charges, Statement of Imputation, List of Witnesses and List of Documents is prepared and put up before Disciplinary Authority for his approval.
- (xxiii)The same is then forwarded to Legal Department for its vetting.
- (xxiv)Information regarding the present status of the criminal case/ legal matter is obtained from the respective police/court authorities and forwarded to the Legal Department for legal opinion regarding initiating departmental disciplinary action against the employee whose criminal case is pending/ proceeded

in the respective court. As per opinion sought from Legal Department, the departmental disciplinary action against the employee concerned is initiated.

(xxv)The charge sheet alongwith copies of listed documents is forwarded to Asstt. Manager, Booking for its issuance to the charge-sheeted employee (CSE), copy of which is forwarded to Labour Administration/Estt. Section for record purpose.

(xxvi)If the CSE is not reporting on duty, the copies of charge sheet alongwith listed documents are posted to his local as well as native place through Regd. A.D./Postal services

(xxvii)On receipt of a written statement of defence to the charge sheet from the CSE or his failure in submitting the same within stipulated period of ten days from the date of acknowledging the charge sheet, a submission note is prepared and put up before Disciplinary Authority for further orders.

(xxviii)If the Disciplinary Authority finds the statement of defence from CSE as unsatisfactory, the process of departmental enquiry is initiated against the CSE.

(xxix)If the charge sheet is not acknowledged by the CSE in person or by post and the envelopes containing the copies of the charge sheet are returned back undelivered by the postal authorities a submission note is prepared and put up before the Dy. Manager, OBL for its publication in leading newspapers circulated in Mumbai as well as native place of the CSE for notification

(xxx)On obtaining Dy. Manager's approval, a letter alongwith relevant details is forwarded to Asstt. Secretary (PR) for arranging the publication of notice in the name of CSE regarding the charge sheet in the leading newspapers in circulation as mentioned above. After expiry of stipulated period of ten days from date of such publication the process of departmental enquiry is initiated against the CSE.

#### Departmental enquiry

(xxxi)With the approval of the Dy. Manager, Enquiry Officer, Presenting Officer to assist the Enquiry Officer and 1 clerk from the Labour Administration as Prosecution Witness (PW) are appointed.

(xxxii)In some special cases, Enquiry Officer from the empanelled list, through the CVO, is appointed

(xxxiii) Enquiry Order is prepared and signed by Disciplinary Authority. After posting the same in Outward Register, the Enquiry Order is issued to the CSE, copies of which are forwarded to the Enquiry Officer and Presenting Officer alongwith covering letter and enquiry case file containing copy of charge-sheet and listed documents

(xxxiv) A copy of charge-sheet is also filed in Vigilance record and necessary entries are posted in Vigilance Case Register as well as C.V.O. Register for major disciplinary action.

### Enquiry Report

(xxxv) After conclusion of Departmental Enquiry, Enquiry Report, in quadruplicate, is forwarded by the Enquiry Officer is submitted to the Disciplinary Authority, for his perusal, acceptance of the enquiry report and for orders proposing the major penalty against the CSE.

(xxxvi) Submission note alongwith the Enquiry Officer's report and leave and absence statement of the CSE, since the date of issue of charge sheet till date is put up before the Disciplinary Authority

### Issuance of Show Cause Memo

(xiii) A show cause memo, in suitable format, proposing the major penalty to be imposed on the CSE & enquiry report is forwarded to the Asstt. Manager, Booking for its issuance to the CSE, after entering the same in the Outward Register.

(xiv) If the CSE is not reporting on duty, the copies of the show cause memo are posted to his local as well as native place address through Regd. A. D./postal services.

(xv) If the show cause memo is not acknowledged by the CSE in person or by post and the envelopes containing the copies of the show cause memo are returned back undelivered by the postal authorities a submission note is prepared and put up before the Dy. Manager, OBL for its publication in leading newspapers circulated in Mumbai as well as native place of the CSE for notification

- (xvi) On obtaining Dy. Manager's approval, a letter along with relevant details is forwarded to Asstt. Secretary (PR) for arranging the publication of notice in the name of CSE regarding the charge sheet in the leading newspapers in circulation as mentioned above.
- (xvii) After expiry of stipulated period of ten days from date of such publication, submission note is put up for confirmation of the proposed penalty
- (xviii) In case of reply to the show cause memo, if the Disciplinary Authority is satisfied, he takes lenient view of imposing less harsh major penalty than proposed one and a penalty order is prepared accordingly.
- (xix) In case of CSE's reply is found to be unsatisfactory/his failure in submitting the same within stipulated period of 15 days from the date of acknowledging the show cause memo by the CSE, a submission note is prepared and put up before Disciplinary Authority for confirmation of the proposed penalty.
- (xx) As per the order of the Disciplinary Authority, the Penalty Order in suitable format for imposing major penalty is prepared accordingly.
- (xxi) Entry is made in the Outward Register.
- (xxii) The penalty order for reduction in pay is forwarded to the Asstt. Manager, Booking for its issuance to the CSE and copies of the same are forwarded to Labour Administration/Estt. Section and Wage Computer for necessary action.
- (xxiii) The penalty order for compulsory retirement/removal/dismissal from the services is forwarded to the Asstt. Manager, Booking for its issuance to the CSE and copies of the same are forwarded to Labour Administration/Estt. Section for preparing final settlement dues, Wage/Computer Section, Jr. Acfts. Officer (Ham. Audit), Sr. Accounts Officer, PF Section, Chief Welfare Officer and Chief Medical Officer for their necessary action.
- (xxiv) A copy of the penalty order is filed in the Vigilance records and necessary entries are posted in the Vigilance Registers.

### **Court Cases**

Cases of habitual indebtedness received from the Court of Small Causes and City Civil Court are forwarded by the Labour Administration section.

- (v) Action is taken as in (A) (i) to (iii)
- (vi) In such cases generally minor penalty of issuance of Caution or Warning or Censure Mema is given to the erring employee.
- (vii) Entry is made in the Outward Register
- (viii) The mema is forwarded to the Asstt. Manager, Booking for its issuance to the employee concerned, copy of which is forwarded to Labour Administration/Estt. Section along with the case file for record purpose.

Penalty of withholding increments of pay

In case of repetition, penalty of withholding of one/two increment

- (viii) A memo, in suitable format is prepared to show cause as to why the proposed penalty for withholding one/two/three increments of pay (as per order from Disciplinary Authority) should not be imposed upon him for his aforesaid misconduct within 7 days from the date of receipt of the show cause memo and the signature of Disciplinary Authority is obtained.
- (ix) Entry is posted in Outward Register.
- (x) The same is forwarded to the Asstt. Manager, Booking for its issuance to the employee concerned and copy is filed for vigilance record and entries are posted in Vigilance Case Register.
- (xi) A submission note is prepared for confirmation of proposed penalty or otherwise after receipt of reply from the employee concerned or failure of concerned employee to submit his reply to show cause memo within stipulated period and orders from Disciplinary Authority are obtained.
- (xii) Penalty order, in suitable format, is prepared directing him to be careful in observing conduct Rules and Regulations, failing which he will be liable for severe disciplinary action, as deemed fit. and signature for Disciplinary Authority is obtained.
- (xiii) After posting the penalty order in the Outward Register, it is forwarded to Asstt. Manager, Booking for issuing the same to the employee concerned, copy of which is forwarded to Labour Administration/Estt. Section along with case file for record purpose and Wage/Computer Section for necessary action towards implementation of the penalty on the employee

concerned.

- (xiv) A copy of the penalty order is also preserved for vigilance record and necessary entries are posted in Vigilance Case Register.

4. **Attending the cases of employees kept under Suspension :**

- (viii) The criminal case is submitted to Disciplinary Authority for suspension of the concerned employee under Regulation 7 of MbPT Employees (C.C.A.) Regulations 1976 if he has been taken into Police Custody for exceeding 48 hrs.
- (ix) On approval from the Disciplinary Authority, suspension order is prepared and issued to the employee concerned and copies are forwarded to the respective internal Sections / Departments for their further action.
- (x) The criminal case information is sought from the concerned police station to ascertain the criminal charges against the employee.
- (xi) A review of suspension of the employee concerned, pending departmental disciplinary action, is to be taken every quarter by the Review Committee, viz. Dy. Secretary, Dy. C.L.O. & A., Traffic Manager and the Dy. Chairman, in terms of the CVO's letter no. V/MPC/RC(S)/1500 dated 28/09/2005. Accordingly, a note is prepared and put before the Dy. Manager, OBL for its submission to the Review Committee. The suspension of the employee concerned is continued as per the conclusion of the Review Committee regarding the same
- (xii) The employee concerned is deemed to be under suspension till the receipt of judgment from the respective Hon'ble Court. If the employee is indicted for the criminal charges by the Hon'ble Court, he is dismissed from the services, thus revoking the suspension and closing the departmental vigilance case in the matter.
- (xiii) If the employee is exonerated from the criminal charges against him by the Hon'ble Court, his suspension is revoked with payment of full wages for the entire suspension period and the departmental vigilance case in the matter is closed.
- (xiv) If the employee is acquitted from the criminal charges due to insufficient evidence or on technical ground by the Hon'ble Court

the suspension is revoked and departmental disciplinary case against him is initiated under charges vetted by CLO & A. If the CSE is found guilty and penalised by the Disciplinary Authority, his period of suspension is treated as suspension only for his entire service record.

**5. Processing of cases of Unauthorised absence for Class III (indoor & outdoor):**

- (iv) On receipt of case forwarded by Labour Administration/Estt. Section, the vigilance record is checked for ascertaining whether earlier there was any unauthorised absence case registered against the employee concerned .
- (v) A submission note is prepared containing details of unauthorised absence of the employee, details of earlier office correspondence such as call-up mema, final notice posted by Labour Administration/Estt. Section and details of disciplinary action taken earlier against the employee concerned towards unauthorised absence (if any) and submitted to the Disciplinary Authority for perusal.
- (vi) According to the merit of the case i.e. the period of unauthorised absence, the reason for such absence, supporting documents, such as private/Govt. Hospital medical certificate, etc., the Disciplinary Authority decides for (a) closing the case file without any further action, (b) initiating minor penalty, such as censure and withholding of increments of pay and (c) issuing charge sheet to initiate major disciplinary action.

**(a) Closing the case file without any further action :**

- (iii) In case the absence of the employee is due to genuine medical reasons or if the employee has expired subsequently and PFG/C is forwarded by the Labour Admn., the case file is closed on the basis of submissions made to that effect, duly approved by the Disciplinary Authority.
- (iv) The file is returned to the Labour Administration/Estt. Section for record purpose after posting necessary remarks in the vigilance register, preserving a copy of submission note for Vigilance record and entering the case file in the outward register.

**(b) Initiating minor penalties :**

**Issuance of Mema**



- (v) A Censure or Caution or Warning memo in suitable format is prepared, directing him to be careful and punctual in attending to his duties, failing which he will be liable for severe disciplinary action, as deemed fit.
- (vi) Entry is posted in the Outward Register
- (vii) The memo is forwarded to the Asstt. Manager, Booking for its issuance to the employee concerned, copy of which is forwarded to Labour Administration/ Estt. Section along with the case file for connecting to the personal record of the employee.
- (viii) One copy of such memo is filed for Vigilance record and necessary entries are registered in Vigilance case register.

Penalty of withholding increments of pay

- (viii) A memo, in suitable format (**Form No.D-1**) is prepared to show cause as to why the proposed penalty for withholding one/two/three increments of pay (as per order from Disciplinary Authority) should not be imposed upon him for his aforesaid misconduct within 7 days from the date of receipt of the show cause memo and the signature of Disciplinary Authority is obtained.
- (ix) Entry is posted in Outward Register.
- (x) The same is forwarded to the Asstt. Manager, Booking for its issuance to the employee concerned and copy is filed for vigilance record and entries are posted in Vigilance Case Register.
- (xi) A submission note is prepared for confirmation of proposed penalty or otherwise after receipt of reply from the employee concerned or failure of concerned employee to submit his reply to show cause memo within stipulated period and orders from Disciplinary Authority are obtained.
- (xii) Penalty order in suitable format (**Form No.D-2**) withholding of one/two/three as the case may be without prejudice to his future increments is prepared and also directing him to be careful and punctual in attending to his duties, failing which he will be liable for severe disciplinary action, as deemed fit.
- (xiii) After posting the penalty order in the Outward Register, it is forwarded to Asstt. Manager, Booking for issuing the same to the employee concerned, copy of which is forwarded to Labour Administration/Estt. Section along with case file for record purpose and Wage/Computer Section for necessary action towards implementation of the penalty on the employee concerned.

(xiv) A copy of the penalty order is also preserved for vigilance record and necessary entries are posted in Vigilance Case Register.

**(c) Initiating of major disciplinary action :**

**Issuance of charge-sheet**

(xxv) A charge sheet, in suitable format, (**Form No.D-3**) is prepared in 5 sets containing Memorandum, Articles of Charges, Statement of Imputation, List of Witnesses, List of Documents and copies of previous penalty order, if any, and put up before Disciplinary Authority for his signature.

(xxvi) The charge sheet alongwith copies of listed documents is forwarded to Asstt. Manager, Booking for its issuance to the charge-sheeted employee (CSE), copy of which is forwarded to Labour Administration/Estt. Section for record purpose.

(xxvii) If the CSE is not reporting on duty, the copies of charge sheet alongwith listed documents are posted to his local as well as native place through Regd. A.D./Postal services.

(xxviii) If the charge sheet is not acknowledged by the CSE in person or by post and the envelopes containing the copies of the charge sheet are returned back undelivered by the postal authorities a submission note is prepared and put up before the Dy. Manager, OBL for its publication in leading newspapers circulated in Mumbai as well as native place of the CSE for notification.

(xxix) On obtaining Dy. Manager's approval, a letter alongwith relevant details is forwarded to Asstt. Secretary (PR) for arranging the publication of notice in the name of CSE regarding the charge sheet in the leading newspapers in circulation as mentioned above. After expiry of stipulated period of ten days from date of such publication the process of departmental enquiry is initiated against the CSE.

(xxx) On receipt of a written statement of defence to the charge sheet from the CSE or his failure in submitting the same within stipulated period of ten days from the date of acknowledging the charge sheet, a submission note is prepared and put up before Disciplinary Authority for further orders.

(xxxi) If the Disciplinary Authority finds the statement of defence from CSE as unsatisfactory, the process of departmental enquiry is initiated against the CSE.

(xxxii) A copy of charge-sheet is also filed in Vigilance record and necessary entries are posted in Vigilance Case Register as well as C.V.O. Register for major disciplinary action.

### Departmental enquiry

- (xxxiii) With the approval of the Dy. Manager, Enquiry Officer, Presenting Officer to assist the Enquiry Officer and 1 clerk from the Labour Administration as Prosecution Witness (PW) are appointed (**Form No.D-4**).
- (xxxiv) Enquiry Order is prepared and signed by Disciplinary Authority. After posting the same in Outward Register, the Enquiry Order is issued to the CSE, copies of which are forwarded to the Enquiry Officer and Presenting Officer along with covering letter and enquiry case file containing copy of charge-sheet and listed documents

### Enquiry Report

- (xxxv) After conclusion of Departmental Enquiry, Enquiry Report, in quadruplicate, is forwarded by the Enquiry Officer and is submitted to the Disciplinary Authority, for his perusal.
- (xxxvi) Submission note along with the Enquiry Officer's report and leave and absence statement of the CSE, since the date of issue of charge sheet till date is put up before the Disciplinary Authority for orders proposing the major penalty against the CSE.

### Issuance of Show Cause Memo

- (xiii) On receipt of approval from the Disciplinary authority, show cause memo, in suitable format, (**Form No.D-5**) proposing the major penalty to be imposed on the CSE & enquiry report is forwarded to the Asstt. Manager, Booking for its issuance to the CSE, after entering the same in the Outward Register
- (xxxvii) If the CSE is not reporting on duty, the copies of the show cause memo are posted to his local as well as native place address through Regd. A. D./postal services.
- (xxxviii) If the show cause memo is not acknowledged by the CSE in person or by post and the envelopes containing the copies of the show cause memo are returned back undelivered by the postal authorities a submission note is prepared and put up before the Dy. Manager, OBL for its publication in leading newspapers circulated in Mumbai as well as native place of the CSE for notification
- (xxxix) On obtaining Dy. Manager's approval, a letter along with relevant details is forwarded to Asstt. Secretary (PR) for arranging the publication of notice in the name of CSE regarding the charge sheet in the leading newspapers in circulation as

mentioned above.

- (xl)After expiry of stipulated period of ten days from date of such publication, submission note is put up for confirmation of the proposed penalty
- (xli)In case of reply to the show cause memo, if the Disciplinary Authority is satisfied, he takes lenient view of imposing less harsh major penalty than proposed one and a penalty order is prepared accordingly.
- (xlii)In case of CSE's reply is found to be unsatisfactory/his failure in submitting the same within stipulated period of 15 days from the date of acknowledging the show cause memo by the CSE, a submission note is prepared and put up before the Dy. Manager.

#### Issuance of penalty order

- (xlili)After receiving CSE's reply to the show cause memo or his failure in submitting the same within stipulated period of 15 days from the date of acknowledging the show cause memo by the CSE, a submission note is prepared and put up before Disciplinary Authority for further orders. If the Disciplinary Authority considers the reply and takes lenient view of imposing less harsh major penalty (i.e. reduction in pay stages) than the proposed one (removal from services), a penalty order is prepared accordingly.
- (xliv)If the Disciplinary Authority finds the CSE's reply unsatisfactory and confirms the proposed penalty, a penalty order in suitable format (**Form No.D-6**) for imposing major penalty is prepared accordingly.
- (xlv)Entry is made in the Outward Register
- (xlvi)The penalty order for reduction in pay is forwarded to the Asstt. Manager, Booking for its issuance to the CSE and copies of the same are forwarded to Labour Administration/Estt. Section and Wage Computer for necessary action.
- (xlvii)The penalty order for compulsory retirement/removal/dismissal from the services is forwarded to the Asstt. Manager, Booking for its issuance to the CSE and copies of the same are forwarded to Labour Administration/Estt. Section for preparing final settlement dues, Wage/Computer Section, Jr. Acfts. Officer (Ham. Audit), Sr. Accounts Officer, PF Section, Chief Welfare Officer and Chief Medical Officer for their necessary action.

(xlviii) A copy of the penalty order is filed in the Vigilance records and necessary entries are posted in the Vigilance Registers.

4. **Attending Appeal petition/Review petition preferred by the Ex-Employee against penalty order imposed.**

(viii) On receipt of appeals filed before the Appellate Authority/Reviewing Authority, instructions are given to concerned establishment/Labour Administration Section for preparing year wise leave & absence statement for last ten years in the prescribed format from C.P. & I.R.M.

(ix) After verifying the statement with service sheet and other particulars from personal file of the employee, note to be submitted to the Appellate/Reviewing Authority is prepared with brief history of the vigilance case and para-wise comments on the appeal received and put up before Dy. Manager-OBL for approval.

(x) The report along with the appeal, leave & absence statement, personal file and vigilance case file is forwarded to the respective authorities (through Traffic Manager's Office).

(xi) Personal hearing towards such appeals if decided by the respective authorities, are intimated to the concerned petitioners

(xii) A separate record is kept of such petitions received

(xiii) The decision taken by the Appellate/Reviewing Authority are conveyed to the appellant. If the appeal is rejected, the same is conveyed to the appellant by issuing him order from the Appellate/Reviewing Authority and copy of the same is filed in the vigilance case file after posting necessary entries in the records.

(xiv) If the appeal is considered and the penalty is modified to less severe major penalty, the same is conveyed to the appellant by issuing him order from the Appellate/Reviewing Authority. The copies of such order are forwarded to respective Sections/ Departments for necessary changes in their records as well as for further necessary action due to such modification of penalty. A copy is also filed in the vigilance case file of the CSE after making necessary entries in the vigilance records.

5. **Miscellaneous**

There are various other duties which are performed by the Vigilance

Cell such as :

- (ix)Attending leave application of prolonged unauthorised absence (exceeding 90 days) from employee for resuming duties, submitting it to Dy. Manager -OBL for his orders and issuing a letter of resumption of the concerned employee to the Officer in charge.
- (x)Issuing vigilance clearance to the employee concerned regarding various office procedures i.e. departmental promotions/ACP, NOC for traveling abroad/foreign assignment/passport, settlement of final dues, etc.
- (xi)Arranging payment of honorarium to EO/PO towards departmental enquiry cases.
- (xii)Preparing despatch of every charge sheet, enquiry order , show cause memo, censure memo, penalty order, letters pertaining personal hearings offered by Appellate/Reviewing Authority and Orders of the Appellate/Reviewing Authority in resepct of the appeals to the concerned employees/ex-employees as well as to the Section Managers and head of the departments concerned.
- (xiii)Preparing periodical statement regarding position of (a) cases under suspension and (b) major disciplinary action cases and submitting same to the Traffic Manager / Dy. Manager,(GEN) for reference.
- (xiv)Submitting pending cases for periodical review of Disciplinary Authority.
- (xv)Preparing correspondence to Police authorities/Hon'ble Courts regarding the present status of legal matters pending against suspended/charge-sheeted employees, dispatching the same and recording their replies in the respective case-files for further references.
- (xvi)Keeping the vigilance case files as per category i.e. General (Criminal, Court, Suspension, etc.) and Unauthorised absence cases. in numerical order.

**-X-X-X-X-X-X-**

## **BUSINESS DEVELOPMENT AND CUSTOMER CELL**

A Business Development and Customer Cell has been set under the guidance of Deputy Chairman and same is headed by the Traffic Manager.

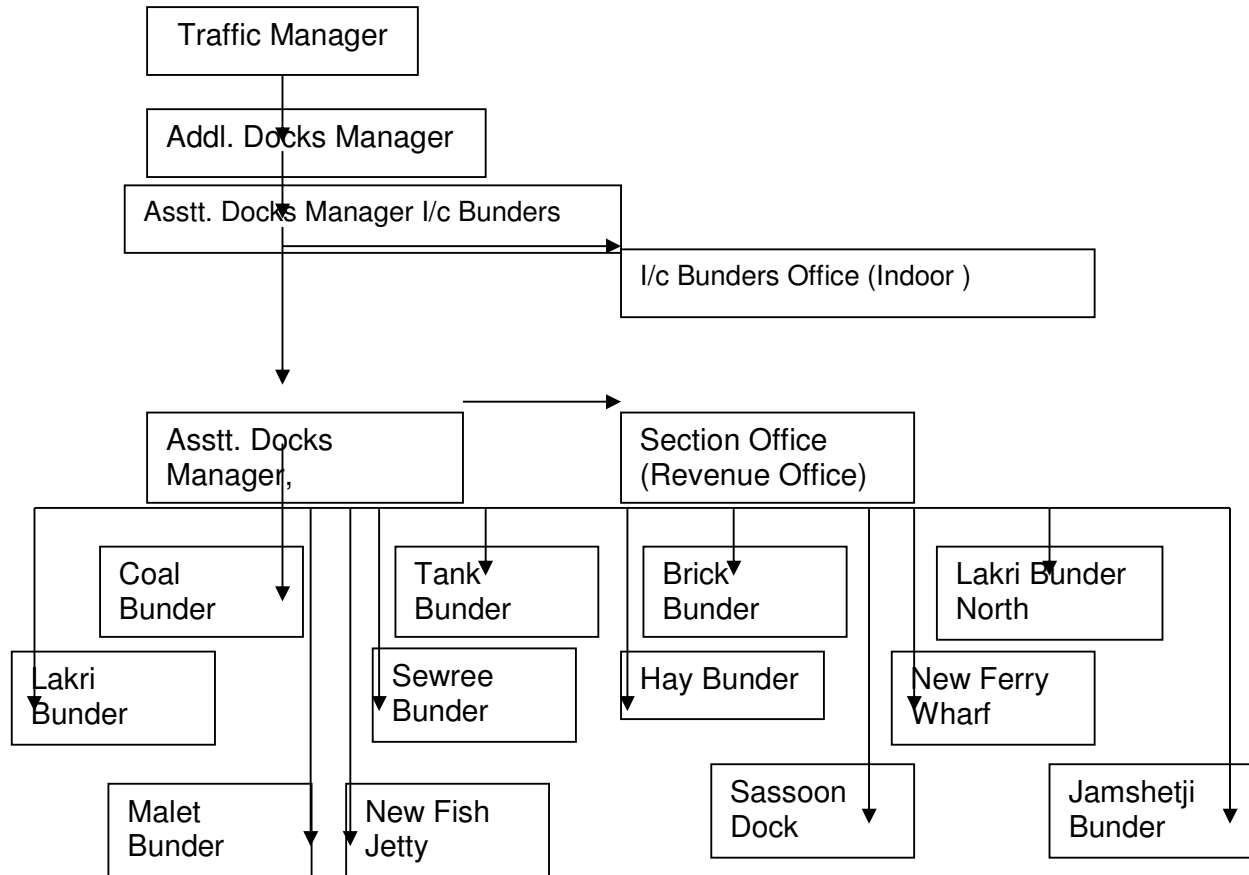
Salient functions of the cell are as under :-

1. Liaise and interact with major importers/exporters and vessel agents for retaining and attracting cargo to Mumbai Port.
2. Identify new cargo and clients and suggest measures for suitable facilities and environment for attracting them.
3. Meet and interact with users associations and organizations.
4. Identify major users and assist in streamlining their requirements at the port and sorting out any problems within the departments thereby functioning as facilitators.
5. Provide a forum for suggestions from users with regard to improving productivity streamlining of systems and procedures and reducing cargo handling costs.
6. Provide feedback to senior functionaries at the port regarding expectations of various users and
7. Generally take steps to improve customer relations satisfactions.

At present The Business Development and Customer Cell comprises of two Asstt. Docks Manager (Sr.), along with required staff.

## ANNEXURE I

### Organisational structure of Bunders





## **WORKING MANUAL OF BUNDERS**

At present there are about 13 Bunders under the jurisdiction of Docks Department. The managements of the bunders was earlier done by the erstwhile Land and Bunders Department and subsequently transferred on to the Docks Department. General Bye- Law has been framed under section 73 and 74 of the BPT Act 1879 for regulation and management of Bunders. All these Bunders, for administrative convenience have been placed under direct control of Asstt. Manager, Incharge Bunders. He takes decisions on the day-to-day matters on the issues concerned with the operation of Bunders. Major issues, where Asstt. Manager, Bunder is unable to take the decision; he reports the matters to Asstt. Manager, Incharge Bunders who takes the decision on those issues.

Organization Structure to Bunders is shown as ANNEXURE I

### **Activities of Asstt. Manager I/c Bunders.**

Being in charge of all 13 Bunders, the inter Departmental and external correspondences on the matter related to Bunders are dealt by Asstt. Manager, I/c Bunders. The traffic handled from these Bunders is also looked after and monitored by him with the assistance of Asstt. Manager, Bunder. He is responsible to over see the function/activities and Management of Bunders. Permission in principal and the individual Licenses/Permits are issued by Asstt. Managers I/c Bunder.

Main functions of the Asstt. Manager, Incharge Bunder are:

- Permission for Berthing of Ships/Crafts at various bunders
- Repair Permission are given by him
- He has to ensure recovery of Port Trust charges including MLF from Fishing Boats
- Issue notices to defaulters for recovery of Port Trust charges
- Registration of Fishing Boats and issue Licenses to the service providers. Such as Ice- Crushing Machines, Fish Auctioneers, Supply of ice, Supply of water, Weighing Scales, Plying hand carts and trucks/tempos for fish and fuel transport

- To hold discussions with the fishermens' societies and other users of Bunder periodically to have a cordial relation with the users.
- He directly reports to Addl. Docks Manager and receive instructions/ directions from him on functioning of Bunder activities.
- Permission for discharging sand on direct delivery basis at bunders.

On the policy matters such as registration of Fishing boats, issuing of licenses/permits are generally referred Addl. Docks Manager/Traffic Manager. The issues such as revision of Scale of Rates are referred to Traffic Manager's office. The Permission for beaching and breaking of the ships are also processed at Traffic Manager's office and permission is granted by Traffic Manager /Addl. Docks Manager on case-to-case basis. The permissions thus granted by the Traffic Manager are executed by Asstt. Manager Bunder.

Asstt Manager, I/c Bunders is assisted by the following staff at his office located at Malet Bunder. Strength of this office is 12 comprises 8 clerical staff, 3 peons and 1 mazdoor.

Asstt. Office Supdt	1
Sr. Asstt	1
Jr. Asstt.	2
Jr. Clerk	1
T.C.C.C	3
Record attendant	1
Peon	2
Mazdoor	1

**1) Asstt. Office Supdt.:-**

The Asstt. Office Supdt (AOS) is the senior most person among staff, oversees the work of all other staff of this office. Besides he/she looks after the work of reporting of Accidents / Dead Body / Fire reports, etc and communicate to the other offices as necessary. Circulars, Staff matters, Court matters, Vigilance reports, Budgets provision & estimates and Misc matters.

## **2) Sr. Asstt.(CASHIER).**

Attend to the work of collection of daily cash from Bunder offices, gates & other locations at Bunder and remit the same to the Head cashier at Ambedkar Bhavan on the same day. Recovery of the revenue under different heads from the users and processing of refund claims from the users for excess recovery is also dealt by him. Besides, remittance of the service tax and other statutory remittances periodically for entire bunder area is attended by the Sr. Asstt (Cashier)

Remittance of service tax –Statement of service tax collected on day to day basis from various locations at bunders for a calendar month (for the revenue collected in the previous month) are forwarded to the Audit Section for verification on 1<sup>st</sup> or 2<sup>nd</sup> of every month. On verification, by the audit FA&CAO issue a cheque in favour of the Respective Govt Dept, which is deposited in Bank (Union Bank of India) alongwith challan (quadruplicate) for remittance of service tax to the Govt.

Recovery of charges towards damage to PT property: Incase of any damage reported the amount of damage as assessed by the Engg Dept are recovered in this office and the amount is adjusted against the actual cost of damage and the excess amount is refunded to the party.

Renewal of Licenses: The office of the Asstt. Manager, I/c Bunders, issues licenses to the various service providers operating at Sassoon Docks and New Fish Jetty (NFJ), Ferry Wharf / Mallet Bunder. These licenses are categorized into 7 types. They are

- a. Ice Crushing Machines
- b. Fish Auctioneers
- c. Hand Carts
- d. Ice Suppliers
- e. Water Suppliers
- f. Transport / Vehicle Licensing

g. Weighing Scales (Katawala)

While we are not issuing new licenses now-a-days, the renewal of the licenses are done yearly basis. These licenses issued are valid for one year and have to be renewed every year thereafter. The license fee for the licenses issued from this office is recovered at the rates prescribed under chapter VI – 6.1 (B) of SOR. The license fee is recovered at this office. The licensee has to submit a format for renewal duly filled in on expiry of the license, which will be renewed after recovery of the license fee. An endorsement to this effect is done on the license booklet and handed over to the licensee. These licenses are identified with different colours for the individual purpose. They are;

Ice Crushing Machines	Brown
Fish Auctioneers	White
Hand Carts	Yellow
Ice Suppliers	Light Green
Water Suppliers	Of-white (Cream colour)
Transport / Vehicle Licensing	Pink
Weighing Scales (Katawala)	Light Blue

1) Issue of Licenses for use of Ice Crushing Machine

Application for Licenses in the prescribed format is received with two copies of passport size photos from the applicant. He also submits list of registered fishing boats to which the applicant will supply ice. On verification of the papers and on recovery of License fee, the license is issued under the signature of the Asstt. Docks Manager, I/c Bunders

2) Issue of Licences for Fish Auction. Application for Licenses in the prescribed format is received with two copies of passport size photos from the applicant. The applicant also submits list of registered fishing boats to which the auctioneer conduct the auction. On verification of the papers and on recovery of License fee, the license is issued under the signature of the Asstt. Docks Manager, I/c Bunders

3) Issue of Licences for Supply of Ice Application for Licenses in the prescribed format is received with two copies of passport size photos from the applicant. The applicant also submits list of registered fishing boats to which the applicant supply ice. On verification of the papers and on recovery of License fee, the license is

issued under the signature of the Asstt. Docks Manager, I/c Bunders

4) Issue of Licences for Supply of Water: Application for Licenses in the prescribed format is received with two copies of passport size photos from the applicant. The applicant also submits list of registered fishing boats to which the applicant supply water. On verification of the papers and on recovery of License fee, the license is issued under the signature of the Asstt. Docks Manager, I/c Bunders.

5) Issue License for use of Weighing Scale – Application for Licenses in the prescribed format is received with two copies of passport size photos from the applicant. The applicant also submits list of registered fishing boats to which the applicant does weighment of fish. On verification of the papers and on recovery of License fee, the license is issued under the signature of the Asstt. Docks Manager, I/c Bunders

6) Issue of license for plying Handcarts – Application for Licenses in the prescribed format is received with two copies of passport size photos from the applicant. He also submits a copy of the license issued by the MCGM in his name to ply his hand cart along with the proof of the address. On verification of the papers and on recovery of License fee, the license is issued under the signature of the Asstt. Docks Manager, I/c Bunders

7) Issue of Licenses for Transport vehicles: Application for Licenses in the prescribed format is received with two copies of passport size photos from the applicant. He also submits the copy of RC book of the vehicle along with the proof of address. He shall also ensure that the vehicle complies with the recent notification of RTO banning the plying of vehicles, which are more that 8 years old. On verification of the papers and on recovery of License fee, the license is issued under the signature of the Asstt. Docks Manager, I/c Bunders

Recovery Ship Breaking Charges– Advance charges for Ship Breaking are recovered as prescribed under chapter VII – 7.1 of SOR. The levy of charges is on the LDT of the ship to be broken. An amount equivalent to 90 days of the ship breaking charges is recovered on the declared LDT as advance towards the ship breaking charges before granting permission to break the ship. The ship breaker approaches the Traffic Manager's office with an application requesting the permission for breaking the ship along with other documents and payment receipt. The TM's Office on going through the documents submitted by the ship breaker and

process the application on which the TM permits beaching of the vessel and thereafter breaking permission. Once the vessel is beached at the designated Plot either at Powder Works Bunder or at Lakri bunder (South), which are the designated area for ship breaking activities, the ship breaker is required to submit following documents along with his application requesting for ship breaking permission.

- a. Memorandum of agreement between the seller and the buyer (ship breaker) as a evidence that the ship breaker is the owner of the ship meant to be broken.
- b. Document to prove that delivery of the vessel by the owner to the ship breaker in our Port limits
- c. Customs clearance (out of charge) permission on the Bill of Entry along with the NOC from the Customs to break the ship in the customs jurisdiction.
- d. Certificate authenticating the GRT, LDT of the ship to be broken
- e. Inventory of any hazardous materials that could have been remained on board while the entry of the ship into our Port limits.
- f. Certificate of De-contaminating the ship that the ship is free of all hazardous materials.
- g. Gas free certificate for hot works by the statutory authority.
- h. Certificate from the Maharashtra State Pollution Control Board that the ship has been de contaminated and free form hazardous materials.
- i. Authorization issued by the MSPCB as per the HW Rules 1995

The cashier after receiving the advance amount towards the ship breaking charges, the book-keeper, O.S.C. is requested to issue a self-drawn cheque in the name of Traffic Manager, MbPT and transfer the amount from suspense account to the revenue account and same cheque is to be forwarded to Asstt. Manager, BND for finalization of ship breaking charges.

(3) **Jr.Asstt.**

Attend to work of issues/ files dealing issues such as arrest / disposal of vessels, administrative reports, Ban of Fishing during monsoon, Registration of fishing boats, permission for discharging sand, surprise visit report, Refund of ships breaking / beaching charges, audit reports, transfer of Bunders estates, to Estate Department, Casual occupation etc.

Attend to the work of outstanding of record maintenance, Water statement furniture / stationary requirements, dead stock, repairing work at Bunder. To attend to the work of cashier in his absence and attend Hindi quarterly reports.

Registration of Fishing boat – The fishing boats operate from Sassoon Dock and New fish Jetty (NFJ), Ferry Wharf, use wharf for landing of the fish catch. The fishing boats who use the facility of wharf are required to pay Monthly License Fee (MLF). The owner of boat pays MLF every month for using the facilities at Sassoon Dock and NFJ as prescribed under section I of BSR. As the number of boats increased over the years way back in 1980s the restriction on the number of boats imposed by introducing the 'registration' of the fishing boats in Sassoon Dock to have a better control and regulation of fishing boats and recovery of charges thereof. As per the BSR, If MLF paid by the boats for the whole year at a time, they are eligible to get a rebate of MLF of 4 months. That means the fishing boats are benefited by this method and more and more boats aspire to get themselves registered. Our system of registration is not a statutory requirement but it is only a system adopted to our convenience to ensure recovery of MLF from the boats. All the boats are required to get them registered with Maharashtra Maritime Board (MMB) and get a fishing licenses issued by the Directorate of Fisheries as per the Maharashtra Marine Fishing Regulation Act, 1981.

To get the fishing boats registered with us, the owner of the fishing boat has to submit Vessel Registration Certificate (VRC) and Form No. 5 issued by the MMB, Fishing license issued by the Licensing Officer of Asstt. Director of Fisheries (Form No.2) along with the application. Once it is decided to register fishing boats, the boats are issued with 'SHERA BOOK' and respective entries about the payment of MLF and other remarks by the Inspector /S/Supdt of respective fishing harbours. There are about 1600 boats are registered both at Sassoon dock and NFJ.

Refund of ship breaking / beaching charges– As per the BSR, there is a provision for rebate on the ship breaking charges if the ship breaker completes the breaking within the stipulated time (regulated period). Section III(1) prescribes the regulated period for the ships to be broken and recommends the rebate on ship breaking charges upto 40% if the ship breaker completes the breaking with in the stipulated time. Thus the normally the ship breaker applies for rebate/refund of ship breaking charges once the breaking is completed. The processing of this application is dealt by the Jr. Asstt.

On receipt of the application and NOC from all sister departments that no outstanding is pending against the party. Subsequently all the papers along with the reports from the A/S/Supdt of the ship breaking site about the confirmation of beaching, breaking and completion of breaking along with the original receipts of the payment of advance charges etc to the audit for their verification. Once the audit concurrence is obtained FA&CAO is requested to prepare the cheque of the refund amount and the party is meanwhile intimated to collect the cheque of refund due directly from FA&CAO.

Present procedure being adopted for beaching /breaking at Mb.P.T.

**Beaching :**

Beaching refers to running aground on the beach a ship meant for breaking by the beaching method. The ship is sailed into the beach under its own power or is towed by tugs. A beached ship is rendered immobile and cannot usually be refloated.

**Breaking :**

Ship Breaking is the process of dismantling the vessels structure for scrapping or disposal whether conducted at beach, Pier, dry dock or dismantling ship.

Cancellation of Fishing boats / change in ownership of fishing boat: Normally, if the boat is sold by one person to another our records of the registered boats are updated on the request of the boat owner on producing the documents such as VRC, Form No. 2 and Form No. 5.

**(4) Typist cum Computer Clerk (TCCC)**

As the activities going on at operational area are generating revenue the charges are recovered as per the BSR. While the charges are recovered in advance in most of the cases. The casual storage charges are recovered afterwards. There are defaulters who don't pay the charges in time. They have to be reminded frequently by sending them the demand notices directing them to pay the outstanding charges. TCCCs attend to the work of defaulters of Casual occupancy, Casual storage charges, License fees, hard charges etc for all bunders.

Besides, the crafts use the waterfront of bunders is required to pay the water conveyance charges. The Deputy Conservator's Department recovers the water conveyance charges. Prior to Sept 2002, the crafts used to pay MLF at Bunder office



as per then BSR for using bunder facilities. It was later switched over to Water conveyance in lieu of MLF. Therefore, though we do not recover the water conveyance, we ensure recovery of the same by the DC's Dept for those vessels, which are using the facilities at Bunders. We insist for the receipt of the payment of water conveyance before berthing of on the berth. The list of those boats who do not produce the payment receipt is forwarded to the DC every month for the recovery of the charges if not recovered already. In addition to this, notices are also sent to the defaulters of Water conveyance from this office.

(5) **Jr. clerk.**

Attends to the work of Inward / Outward Register Maintain dispatch, Leave record, attendance etc.

(6) **Messenger / Peon**

He carries out the instruction issued by the officer and staff in dispatch work and other general duties.

### **Asstt.Manager (Jr.) Bunders**

Asstt. Manager (Jr.), Bunders looks after the operations such as cargo activities, fishing activities as well as ship – repairs and ship beaching / breaking activities at the designated Bunders and is responsible for recovery of revenue and smooth functioning of Bunders activities. He liaise with the Bunder users and assist them in carrying – out activities like fish landing, discharging, delivery, ships / barge repairs, cargo ex-country crafts discharges at Hay / Haji Bunder. The Bunders, Piers landing places etc at all Bunders.

The Bunders are divided into North and South bunders. South bunder covers Sassoon Dock, Jamshetji bunder and New Ferry Wharf and New fish Jetty at Ferry Wharf. The remaing bunders come under North Dist. The main activities at the Bunders are

- Import, Export of goods such as Timber, Sand, Tile Brick, Fire wood, Jungle wood, Drums edible oil, Bamboos, Iron scrap, Grain, Pulses etc from and to coastal Ports.

- Coastal passenger traffic
- Landing of Fish
- Construction and Dismantling /breaking of vessels, barge, boats etc.

The recovery of Port Trust charges connected with all the activities is accepted at respective cash offices at bunders.

Each Bunder is usually managed by one Shed Superintendent or Asstt. Shed Superintendent who is assisted by one II Grade clerk depending on volume of work.

Overall responsibility of Shed Superintendent is that he has to take a round of the entire bunder every morning and note down the names of all the vessels, Boats etc. lying in the basin. The checking is done with reference to the vessels, which were at the previous day at close of the day as recorded in the Basin checkbook. Vessel which are not there are crossed as 'left' and new arrivals noted down. He also takes another round in the afternoon. He should ensure that payment of basin rent for the entire period of vessels stay, Also he has to take a round on entire wharf and other storage areas under his jurisdiction and note down all the cargo which are liable for storage charges register those heaps which are not cleared within the free period and when payment effected all the particulars such as Chappa No./ date of payment should be recorded.

#### 1) **Coal Bunder**

Asstt. Shed Supdt. is Incharge of Coal Bunder regarding repairs of boats on hard/basin and maintains day to day entries in the Basin Book of the activities and ensure recovery of license fees of basin/hard for the berth and control over the staff posted.

Clerk Grad II – He takes measurement of all material stored and recovers casual occupation charges regularly and ensure that area under the jurisdiction of coal bunder is not encroached upon. He shall ensure and arrange for periodical encroachment removal programme with the help of Asstt. Shed Supdt. and the Police.

## 2) **Hay Bunder**

Shed- Shed supdt. is the overall in charge of Hay bunder. He should see loading and unloading operations of country crafts berthed at Hay Bunder and ensure recovery of P.T. Charges on the crafts including Wharfage and demurrage on the cargo discharged/loaded and stored in the shed.

Procedure for export of cargo is shipping bills for the goods to be exported are prepared in quadruplicate and submitted to the customs export department in New Customs House. After customs procedure goods were examined by customs examiner, custom original copy is retained in the Customs House and the other three copies of S/Bill are presented by clearing Agents to the Shed Supdt.

The Inspector after checking the S/Bills and the registration certificate of the vessel endorsement is given as "Please allow" and goods are carted in. Preventive Officer on the Gate endorse the quantity passed, Gate Inspector also endorse on the PT copy of S/Bill as the goods pass-in. Later the goods are examined by customs. After the goods are loaded, the custom Inspector endorses on custom duplicate and export promotion copy of S/Bill that "Shipped as per Tindel's statement" and also state quantity shipped. On completion of loading the consignment, the shipping bills are endorsed with receiving and shipment particulars.

Asstt. Shed. Supdt. - He ensures that P.T. charges are recovered from the user at the Cash Office situated thereat. He also does the overall maintenance of the area under his jurisdiction in liaison with the Engineering Department and with the help of shed supdt.

Clerk Gr. I- He compiles the statistics of cargo handled on day-to-day basis and monthly basis and transmit the same to bunder office.

Clerk Gr. II- He assist clerk Gr. I in carrying out his duties.

## 3) **Brick Bunder**

Asstt. Shed Supdt. – He is the In-charge of Brick Bunder and supervises loading / unloading of cargoes from country crafts and sailing vessels. Unloading and casual storage of silica sand and dry grass is permitted at Hay Bunder. He has to measure Area occupied under casual storage. Register and basin book are maintained at basin to ensure recovery of license fees

and other charges from crafts visiting Brick Bunder.

Clerk Gr.II –He assist the Asstt. Shed Supdt in management of Brick Bunder.

#### 4) **Sewree Bunder:**

The crafts come for idling and repairs at Kerosene wharf at Sewree bunder. Adjoining this New fish haji wharf, where the discharging and storage of sand from the barge are permitted on recovery of storage charges. The charges are recovered regularly from the users. Outstanding if the A/S/Supdt follows up with defaulting party and the list of defaulters are sent to the office of the Asstt. Manager, I/c Bunders, who send notices individually to the defaulters for recovery of the outstanding.

Asstt. Shed Supdt – He is In charge of Sewree Bunder. He ensures recovery of the hard/repair charges from the crafts that are tied up in his jurisdiction besides ensuring recovery of Water conveyance. Charges. He maintains a register to indicate the details of the crafts berthed on day-to-day basis and recovery of the charges there from.

Clerk Gr.II – He assist the Asstt. Shed Supdt in management of Sewree Bunder.

#### 5) **Lakri Bunder South / Powder Work Bunder-**

Lakri Bunder South (LBS) and Powder Works Bunder (PWB) are designated for ship breaking activities. There are 12 plots at LBS admeasuring 11400 sqm and 7 plots at PWB admeasuring 12164 sqm. The ship breakers are allotted plots for the purpose of breaking individually for a ship till completion of the breaking. The plots are not allotted permanently for a breaker. He has to vacate the plots, after completion of breaking.

Asstt. Shed Supdt. – He maintains a register and keeps accountability of ships beached / broken at Lakri Bunder and also at Powder Work Bunder. He also keeps details of date of beaching commencement of breaking and completion of breaking of ships and report the same to Bunders office promptly also ensure that the ship breaking plots are not encroached upon.

The Traffic Manager gives the permission on the terms and conditions and subject to payment of required charges. Upon receiving the permission from TM, the Asstt. Manager Bunder issues a letter to Dy. Conservator (DC) intimating that there is no objection to beach the vessel at PWB or LBS as allotted by TM.

Thereafter, the DC beaches vessel to the plot allotted for the purpose. Asstt. Manager BND issues a letter to the ship breaker to commence the breaking stipulating terms and conditions after recovering the octroi on behalf of MCGM and other charges. Asstt/ S/Supdt notes the date of commencement of breaking.

All the vessels beached at Powder Work Bunder for breaking up are recorded in the register. The ship breaker has to make arrangement to remove the broken materials periodically and he should ensure that the materials do not spill over to the adjacent plots. Ship breaker has to restrict himself to the plot allotted only. Completion of the ship breaking is reckoned as the day of removal of last piece of the ship broken removed from the plot. The ship breaking charges are recovered till that date. If the ship breaking is not completed within the regulated period the charges are recovered at the escalated rates as per the BSR. On the contrary if the ship breaking is complete prior to the expiry of the regulated period, the ship breaker is eligible for the rebate as per BSR.

Clerk GR. II - He assist the Asstt. Shed Supdt in carrying out the above work.

#### 6) **Malet Bunder** –

The Malet Bunder is used for berthing of the fishing boats for receiving water, ice, provisions etc. Often country crafts carrying coastal cargo such as salt, grains etc are permitted. The Asstt Shed Supdt ensures recovery of MLF from the fishing boats and the Water conveyance from other crafts who use berthing facilities at Malet Bunder.

Besides, above barges receive water, bunkering from the tank lorries for onward supply of the same to the vessels/ crafts anchored in the stream. The Asstt. Shed Supdt ensures recovery of charges such as wharfage on bunker supplied by tank lorries to the barges.

Asstt. Shed Supdt. – He maintains a record of the crafts occupying the berth on day-to-day basis in the basin book. He ensures that Port Trust charges on barges / crafts / fishing boats berthed at Mallet Bunder are recovered regularly. He also ensure recovery of license fee from the services providers such as Ice – suppliers, Water Suppliers, Hand cart, Ice-crushing machines transport etc to the fishing boats / trawlers. He also ensure that wharf age of cargo loaded on barges by tankers are recovered maintains area clean and liaises with the fishermen users and service providers.

Clerk Grade II – The 2 clerks assist the Asstt. Shed Supdt. in performing the above duties and also attend to the work assigned by the officers time to time.

**7) New Ferry Wharf:**

New Ferry Wharf consists of 5 berths. These are used for berthing, sheltering of off shore supply vessels and other small crafts, tugs, barges etc. Water conveyance charges are recovered by the DC, which is ensured by the Asstt. Shed Supdt before permitting the berthing. Apart from this there is a passenger jetty where the passenger ferryboats ply between Ferry Wharf and Mora, Rewas, Alibagh etc with a regular frequency. Embarkation and disembarkation of the passengers take place at the passenger jetty. Ticket booking offices as well as Refreshments Stalls are provided at New Ferry Wharf for the need of traveling public.

**Asstt. Shed Supdt.:**

He ensure the recovery of Port Trust charges on crafts / berths at Terminal 1-5 of Ferry wharf. He also recovers repairs charges of crafts, berths at Ferry wharf, wharfage on cargo loaded. He also ensure that the documents are verified while moving out of the Ferry wharf Gate and proper charges are recovered. He issue motor Lorry Permit on daily basis to the motor lorries entering New Fish Jetty. Recovery of Hard charges, oil export charges, water supply charges Unauthorised parking charges also recovered at New Ferry Wharf.

Passenger boat licence fee for the use of passengers wharf are recovered by Dc's dept at OSC.. the staff at New Ferry Wharf (Maintains a basin check book ) only ensure the recovery of charges.

Clerk – Grade II - The three clerks assist the Asstt. Shed Supdt. In performing the above duties and also to attend the work, assigned by the officers.

**8) New Fish Jetty and Sassoon Dock:**

The New Fish Jetty (NFJ) and Sassoon Dock are the fish landing places where the fishing boats land their fish catch. These jetties work round the clock. The staff posted thereat ensures recovery of the MLF from the fishing boats who use the landing facilities at these two places. The activities of fish handling commences early in the morning and continues late in the evening. The fishing boats, besides landing fish, also receive ice, water, bunker before set sailing for fishing again.

Asstt. Shed Supdts (posted separately for NFJ and Sassoon Dock) – They ensure that Port Trust charges (MLF) on fishing crafts berthed at New Fish Jetty as well as Sassoon Dock are recovered regularly and also recovery of Port dues. Names of all the fishing boats that use the berthing facilities at Sassoon Docks as

well as NFJ are recorded in the Basin book and record is maintained in the office. The recovery of the MLF from these boats is done there itself. The Asstt. Shed Supdt also works as cashier. He manages and maintains the smooth functioning of the activities of fishing harbors.

He periodically keeps removal programme in which unauthorized hawkers, vendors, encroachments are removed and the defaulters are fined and the charges are recovered.

He also issues the Daily Lorry Permits to the truck / transport vehicles that come to Sassoon Dock. Periodically verifies the service providers such as hand cart operators, auctioneers, ice suppliers, water suppliers, vehicles, weighing scale operators etc for their licenses and ensure that only authorized service providers only operate in the fish jetty.

Often liaise with the representatives of the fishermen community such as various societies and other representative bodies to discuss the problems faced by them and improvements in that direction.

Arrange for washing and cleaning of the wharf/jetty on day-to-day basis to up keep the hygiene in and around the fish-landing centers.

Clerk Grade II (posted separately for NFJ and Sassoon Dock) – The 3 clerks each at NFJ and Sassoon Dock assist the Asstt. Shed Supdt. in performing the above duties and also attend to the work assigned by the officers from time to time.

Watchmen are posted during all three shifts. Those at the gate regulate the traffic and help to maintain order in the Sassoon Dock and at the south wharf

Messenger – Messenger are posted at all the Bunders as per requirement and shifts to attend the dispatch work and any other duties assigned to him by the Officer and staff.

**MUMBAI PORT TRUST**



**DOCKS DEPARTMENT**

**WORKING MANUAL  
OF  
CONTAINER TERMINAL**



During past few years , Container traffic at Mumbai Port has been steadily declining and one of the reasons for the decline was attributable to increase in ship size, particularly container ships of larger length and beam requires minimum draft of about 13.5 meter.

Hence in view of improvement in container handling facility at Mumbai Port, Mumbai Port Trust entered into the License Agreement with M/s. Indira Container Terminal Pvt. Ltd. (ICTPL) on 03.12.2007 (i) to manage and operate the existing Ballard Pier Station Container Terminal and (ii) to develop, construct and operate three new Container Berths and Container Yards named Offshore Container Terminal (OCT) Project on Built, Operate, Transfer(BOT) basis for a period of thirty years commencing from date of license agreement, which is 03.12.2007. The OCT Project is expected to cater to Container Ships of 14.5 meter draft and of 6000 TEU capacity .

Accordingly, BPS berth alongwith BPS TT Yard was handed over to M/s. ICTPL w.e.f. 16.06.2008 and major part of container handling activity was taken over by M/s. ICTPL . Hence contract for transportation of containers from shipside to CY/Pre-stack and vice versa was not revived and concerned Shipping Agents were requested to handle and move their containers of Geared Combi Vessels, berthed at berths other than BPS, from Shipside to CY/Pre-stack and vice versa.

Hence, the Transportation Cell created to carry out the activity of transportation of container from shipside to Pre-stack and vice versa was closed down from 16.06.2008 and accordingly resulted in to consequent changes in the procedure which are detailed in this working manual.

## **ALLOTMENT OF NEW AGENT CODE AND LINE CODE**

For container operations, since the bills of container related charges are to be raised Agent wise and Line wise, Agent and Line Code is allotted by this office. Agent makes an application to the Deputy Manager Container Terminal with following documents -

1. Bank Guarantee for Rs.2 Lakhs to be deposited at Bills Branch, O.S.C. photo copy of acknowledgment alongwith copy of Bank guarantee to be submitted.
2. Custom Bond duly notarised
  - i) Application of Custom Bond
  - ii) Letter issued by Custom Authority
3. Agency Agreement duly notarised .
4. Certificate of Incorporation, Memorandum and Articles of Association duly notarised.
5. Registration of Principal in their own country, duly notarised.
6. Transporters appointment and acceptance letter.
7. Acceptance of full liabilities for the outstanding dues on account of existing line .
8. Details of executives.
9. Photo copy of PAN Card.

In case the Agent does not have agreement with any of the lines and wants to carry out activities as Multimodal Transport Operator (MTO) then he is required to submit the duly notarised copy of Registration with Director General of Shipping as a M.T.O. together with the above documents except the following documents :

- (iv) Custom Bond
- (v) Agency Agreement
- (vi) Registration of Principal in their own country

Upon receiving the applications with documents, those are verified and it is checked with Container Billing Section if any dues are outstanding against the agent. If so, he is directed to settle the dues. File is thereafter put up to Deputy Manager, Container Terminal with check list of documents for his orders to allot Agent Code/ Line Code and orders are obtained.

Agent code as allotted by O.S.C. is retained, line code is created afresh and issued initially for a period of six months which is renewable.

## **EXTENSION OF ALLOTTED LINE CODE AND AGENT CODE**

Since the initially allotted Line Code and Agent Code is valid for six months and in case of expiry of extended permissions, agent makes an application to the Deputy Manager, Container

Terminal with the documents as stated in aforesaid para at  
renew, Agent Code /Line Code for further period.

Sr. No. 1 & 2 to extend /

Upon receiving the application with documents, those are verified and it is checked with Container Billing Section, if any dues are outstanding against the agent. If so, he is directed to settle the dues.

File is put up to Asstt. Manager, Container Terminal with check list of documents submitted for his orders for extension of Agent Code/ Line Code and orders are obtained.

Normally extension is granted for one year subject to the validity of Bank Guarantee, Custom Bond, MTO Registration and Agency Agreement.

## **OPERATIONS**

1. Under the Offshore Container Terminal Project the BPS berth and Transtainer Yard alongwith equipment (QGC & RTG) have been handed over to Offshore Container Terminal(OCT) operator M/s. Indira Container Terminal Pvt. Ltd.(ICTPL) w.e.f. 16.06.2008.

Accordingly, the right to handle containers at Mumbai Port between MbPT and M/s. ICTPL is as under.

- (d) Gearless Container Vessels, barges:- Full exclusivity is granted for a maximum period of 5 years from the date of award of license or two years from the date of commissioning of OCT whichever is earlier to M/s. ICTPL.
- (e) Geared Container Vessels:- MbPT will have option to handle geared container vessels provided the BPS berth is occupied and a gearless container vessel is waiting for berth.
- (f) Combi Vessels:- All Combi vessels shall continue to be handled by MbPT. It is clarified that only containers of non-geared Combi Vessels shall be handled by M/s. ICTPL and all other cargo (including containers on geared Combi Vessels) shall be handled by MbPT.

In view of above, after taking over of BPS berth by M/s. ICTPL, the Container operations in MbPT are as under:

- (iii) For the containers of vessels /barges berthed at BPS berth, the OCT operator carry out handling and transportation of container i.e from Shipside to Container Yard(BPS TT Yard) and vice versa.
- (iv) For containers of Vessels berthed at berth other than BPS, the Vessel Agents carry out handling and transportation of containers from Shipside to Pre-stack (2ID to 5 ID) or other areas and vice versa .

2. **Submission of Advance List:**

Expected Time of Arrival of the vessel is declared by the Vessel Agents in the O.G. meeting and subsequently allotment of berth is done by Deputy Manager ID. Even though the vessel is being handled by M/s. ICTPL at BPS berth, the Slot Agents concerned have to submit advance list for their import containers to be handled by the vessel, prior to its berthing, to the Shed Supdt. EDP Section, Ambedkar Bhavan, 6<sup>th</sup> floor or at IPOS Section, Ambedkar Bhavan, 6<sup>th</sup> floor. The Slot Agents also have to submit payment PDR's towards container related charges for the services being provided by MbPT and Hazardous cargo declaration duly certified by Asstt. Manager, Haji Bunder Hazardous or Safety Officer, Hazardous Cargo Cell, for containers carrying Hazardous cargo.

3. **Removal of containers from Shipside to Pre-stack and storage of containers at Pre-stack :**

Containers discharged from Geared Combi Vessels handled by MbPT are to be handled at wharf by the Shipping Agent and are to be removed from shipside to Pre-stack and stored at Pre-stack by the transporter of the concerned Slot Agent.

4. **Movement of Hazardous / Reefer cargo containers :**

Hazardous /Reefer cargo containers are to be declared by the Slot Agents while submission of Advance list. For hazardous cargo containers the Slot Agent has to submit hazardous cargo declaration duly certified by Asstt. Manager (Hazardous)/ Safety Officer, Hazardous Cargo Cell.

The Slot Agents have also to submit the Customs Movement permission duly endorsed by Preventive Officer / Supdt. of Customs.

These containers after discharging are to be directly removed to their nominated sites out of the Docks i.e.Haji Bunder Haz. for hazardous cargo containers and Frere Basin -3 for reefer cargo containers.

5. **Opening of carting for export containers and Allocation of Pre-stack:**

The carting is opened by Deputy Manager, CT for combi vessels one day prior to its ETA. The carting order also mentions the 'Pre-stack' nominated for receiving of export containers. For Group I / II container vessels, carting is opened by M/s. ICTPL as such vessels are being handled by them as per License Agreement.

6. **Feeding of containers from Pre-stack to Shipside**

As per vessel plan and export load list, export containers of Geared Combi Vessels are to be fed to the vessel by Agents' transporters .

7. **Procedure for 'B' category / Reefer cargo export containers :**

'B' category/ Reefer cargo containers are not received in nominated Pre-stack and are to be fed directly to the vessel at the time of loading of these containers on the vessel as per the load plan. Such containers are moved by transporter of Vessel Agent for direct feeding to the vessel.

8. **Movement of containers from Docks to CFS :**

Import containers stored in Pre-Stacks in Docks are moved by the respective transporter of the Agent to the nominated CFS point allotted to the Agent. Challan is issued by the CMC clerks posted at various Zones vis. 1/2 ID and OGVD to the transporters. The said challan and container is verified at Out Gate by the Gate Inspector, passing out time is recorded on the challan and container is allowed to move out from Docks. One copy of challan is retained at out gate and sent to Record Section. Details of passing out are entered in IPOS. Other copy of challan is collected at In Gate of CFS, time of receipt is recorded and container is allowed to move in CFS on verification

and the challan is forwarded to the nominated Shed of CFS. Details of passing in are recorded in IPOS by In Gate.

9. **Receipt of Factory stuffed export containers in Docks :**

Upon verifying, the carting allowed for export Containers of the vessel Gate Inspector allows Factory Stuffed containers to pass in the Docks on proper Shipping Bill and upon payment of cargo related charges Rs.1000/- for container upto 20' length Rs.1500/- for container upto 40' length and Rs.2000/- for container above 40' length. CHA/ Shipper submits the challan No. 2151 which shows the Line code, Agent code and Vessel Name for which the container is being carted. Details are recorded in IPOS. Challans from In Gate are sent to EDP Section.

10. **Receipt of empty Containers from Private Yard :**

Empty containers are allowed to pass in the Docks for stuffing purpose. The Agent obtains permission from Container Terminal Office for bringing empty containers inside Docks.

After verifying permission from Container Terminal Office, empty containers are allowed to pass in by Gate Inspector on the proper challans issued by the Agent (format No. 2161) and details recorded in IPOS. These Containers are received at respective shed where carting has allowed. Challans from In Gate are sent to EDP .

11. **Receipt of export/ empty Containers from CFS :**

Export Containers are stuffed at CFS. After stuffing, container are moved to Docks under CMC challan issued at CFS Sheds. Factory stuffed containers are also received in CFS areas on excise invoice and seal and after making ready are moved to Docks. Challans are prepared in two copies. Time of passing out is marked on both copies of challan. One copy is retained at CFS gate while passing out and other handed over the transporter and details of passing out recorded in IPOS. Container is allowed to pass in after verification and in time of receipt is recorded on challans by In Gate Inspector and details of receipt of containers are recorded in IPOS. Container is stored at nominated pre-stacks inside Docks or at ICTPL Yard as the case may be . Challan with passing in time marked on it, is sent to EDP.

## **E.D.P. SECTION**

### **1. Introduction :**

EDP section deals with recording of data related to movement of containers round the clock, in the system. The EDP section is operated from two locations i.e. 6<sup>th</sup> floor, Dr. Ambedkar Bhavan and 2<sup>nd</sup> floor, Container Terminal Office for operational convenience. The details of work carried out at these locations are as under :

### **2. Submission of Advance List:**

Container operators submit Advance List in floppy at 6<sup>th</sup> floor, Dr. Ambedkar Bhavan or transfer data through EDI network.

The advance list of containers consists of following data :-

- (i) Line Code/ Agent code
- (ii) IGM No.
- (iii) Container No.
- (iv) ISO code No.
- (v) Container status
- (vi) Container weight
- (vii) Cargo type
- (viii) Port of Origin
- (ix) Disposal mode
- (x) TP/ICD/SOC status
- (xi) Seal No.
- (xii) Cell location
- (xiii) Remarks

Container Operators also submit a hard copy for verification to the Asstt. Shed Supdt. E.D.P. Advance List files are then uploaded in the System. The Asstt. Shed Supdt. E.D.P. verifies the advance payment made by the Container operators in the form of P.D.Rs and vessel working permission is granted. He also verifies the daily outstanding position of Container operators before granting vessel working permission.

### **3. Data Entry of Tally Sheets :**

Containers discharged/ shipped from/to vessel is recorded in tally sheet by tally clerk at berths. The tally Sheets of Import/ Export containers are collected from various berths/ sheds for data entry at EDP. These data are fed into the system round the clock . In case of container shifted from one bay to another bay, handling of container by ship's crane are recorded in the system. In and out movement of containers at ICTPL Gate is also recorded in the system.

### **4. Movement of containers to CFS :**

Loaded FCL/LCL containers are moved to nominated site at CFS. Containers are moved under computerised gate pass generated at CMC zones. Empty containers are removed to private premises by the concerned Container Operators. Hazardous containers containing 'B' category cargo are immediately moved to Haji Bunder (Hazardous). All reefer containers are moved to Frere Basin.

The in/ out movement of containers are recorded in the system at the gate. In case of system failure, containers are moved on manual challans and same are updated by EDP after restoration of system.

#### **5. Destuffing of containers and delivery of Loaded containers :**

As and when import containers are destuffed, data are recorded on-line at respective sheds of CFS. Empty containers are moved to private premises by the Container Operators or utilized for stuffing of export cargo.

For loaded container delivery for factory destuffing, the documents are processed in the cargo module and delivery gate pass generated in the system. Out movement of container is recorded in system at the gate.

#### **6. Stuffing of Export containers and receiving of Factory Stuffed Export Containers :**

Export cargo received at CFS/ Docks are stuffed in empty containers and data are recorded in the system at respective Shed locations. Factory stuff containers are received on container Operator's challan at the nominated site at CFS and also directly to Dock as and when the carting of vessel is open. The details of container received are entered in the system at the gate.

Export containers are moved to Docks on system generated challans for shipment.

#### **7. Reconciliation of Data and voyage closure:**

Import and export containers handled by vessel are reconciled at EDP. The import containers of vessel are verified with the records of Advance List , IGM, tally sheet and container movement data. In case of excess landed container i.e. containers not declared in Advance list, the concerned container operator make an application for regularisation.

The Vessel Agent, after sailing of vessel submits export confirmation in the floppy with a hard copy. The export load list are compared with Agent's confirmation and discrepancies if any



are sorted out.

After reconciliation of import and export containers voyages are closed for billing.

#### **8. Modification of containers details :**

Any amendment in the container particulars such as Cont. No. / Status/ Size/ Cargo type/ Seal No. etc. are carried out in the system on the request of the Container Operators/ CHAs/ Users alongwith documentary proof such as Customs amendments, Bill of Lading, Bill of Entry, etc.

Software problems reported by staff are solved in consultation with programmers of P & R Department. Disputes raised by users and quarries raised by staff at Sheds/ Gates/ CMC Zones are also attended to and resolved.

### **IPOS SECTION**

IPOS section located on the 6<sup>th</sup> floor of Dr. Ambedkar Bhavan deals with Integrated Port Operations System (IPOS). IPOS is an integrated system consists of software modules such as Marine, Cargo, Container, Rail operators, Invoice and Master. The main module of IPOS are as under:

Administration	- Contains list of user administration functions
Marine	- Contains list of Port Department functions
Container Administration	- Contains list of container operation functions
Cargo	- Contains list of all cargo operation functions
Rail	- Contains list of railway operation functions
Labour	- Contains list of Operation Resource Management functions
Invoice	- Contains list of invoice functions
Masters	- Contains Master data

Prior to berthing of vessel, the Shipping Agent submits hard copy of Import General Manifest (IGM) to the IPOS centre. The soft copy of IGM is received from Customs through EDI network. The soft copy of IGM is tallied with hard copy and IGM is uploaded in the system. In

case of any amendment in cargo details, the CHA/ Consignee/ Shipping Agent submit documentary proof of Customs amendments and accordingly system is updated. The out-turn reports generated by Central Documentation Office are sent by e-mail to various Agents and Customs.

Shipping bills data are received on line from Customs and uploaded in IPOS. In case of manual shipping bills, data are entered in system. Amendments of shipping if any, are carried out on the basis of documentary proof.

Hardware and software problems reported by the users are attended and informed to P & R Department for rectification. For implementation of system, application software is tested and modification and new requirement if any, is reported to P & R Department. User logins for new user are created at IPOS centre and functions are allotted as per the requirements of the user. Inventory of computer and printer located at various locations are maintained and on hand training to the staff is imparted as when new application implemented.

### **CONTAINER BILLING SECTION**

Container billing section is responsible for timely generation and rendering of bills towards container related charges and maintenance of PDA accounts of container operators. The Container Billing comprises of three sub sections viz. (a) Billing Section, (b) Rendering Section and (c) MIS Section

#### **Billing of Container related charges**

Container related charges are billed as per tariff prescribed under section V of the Scale of Rates. Container Operator pays the charges in advance in the form of Petty Deposit Receipts at Operation Service Centre. All container related charges are billed through a computerised system with the exception of manual billing of containers which can not be generated through the system. The main function of this section is to generate, finalise and print bills and worksheets. This section also attends to various disputes/queries raised by the container operators.

	<b><u>Nature of Charges</u></b>	<b><u>Section under D.S.R.</u></b>
(i)	<b><u>Composite Box Rate for Gantry operation</u></b>	<b><u>V (A)</u></b>

(ii)	<u>Composite Box Rate for Non-Gantry operation</u>	<u>V (B)</u>
(iii)	<u>Rebates for carrying out various container operations with own arrangements</u>	<u>V (C)</u>
(iv)	<u>Charges on equipment such as RTG, TLT etc.</u>	<u>V (D)</u>
(v)	<u>Licence (storage) fees.</u>	<u>V (E)</u>
(vi)	<u>Electricity charges for reefer containers</u>	<u>V (F)</u>
(vii)	Labour supplied for stuffing / destuffing of cargo.	<u>V (G)</u>
(viii)	Interest charges on delayed payments.-13 % if payment is delayed for more than 10 days from the date of rendering of bills.	

Three types of bills generated by the system viz. a) Vessel bill, b) Storage bill, c) Miscellaneous bills. Vessel bills comprises of Composite Box Rate, Equipment charges for pantoons and Bay to Bay shifting charges for containers. Storage Bills for Licence (storage) fees on containers. Miscellaneous Bills includes charges for Labour charges for stuffing and destuffing, ICD Charges (Container not linked to vessel), RTG, TLT equipment charges and Electricity charges for reefer plug points.

Containers of all Gearless Container Vessels, Geared Container Vessels and Gearless Combi Vessels berthed at BPS Terminal are being handled and stored by M/s. ICTPL and accordingly the handling charges, i.e. Composite Box charges and storage charges for the stay at ICTPL Yard (BPS T.T. Yard) for such containers are being recovered by M/s. ICTPL as per their Scale of Rates.

For the containers handled by M/s. ICTPL, MbPT is recovering charges only in respect of services availed by such containers from MbPT namely of storage and/or stuffing/destuffing etc. in MbPT's Pre-stack and/or CFSs as the case may be.

Processing of bills is done at 3<sup>rd</sup> floor, Container Terminal Office on the system on the basis of the on line data fed at EDP Sec./ Shed/ Gate. Procedure followed by the billing section for processing of bills is as under:

P & R programmers (Ambedkar Bhavan, 6<sup>th</sup> Floor) are requested to take back up of data before generation of bills. Voyages are reconciled and closed for billing by EDP Section. Dollar – Rupee conversion rate is obtained from Operation Service Centre and fed in system. PDR confirmation is stopped during the bill generations. Bills are generated from invoice module of system by recording following data in the system.

i) Miscellaneous Billing

Maximum No of days from Container Exit.

Generate

**ii) Storage Billing**

Import Criteria - (30) days.

Change Export Criteria - (30) days.

Change Cut - Off date to the date upto which containers to be billed.

Generate

**iii) Vessel Billing**

Generate

Bills are verified in the Invoice module of the system from screen – “Proforma Processing” which are generated successfully (generation date & type of invoice is mandatory ) and error log if any are rectified. After verification of bills and if proforma is generated correctly, the bills are finalised in the system. After finalisation, files are generated for Bills and Worksheet in PDF format by P & R Department . Data of Bills and Worksheet generated by P & R Department are stored into Billing Section computer and the print outs are taken and forwarded to the Rendering Section along with PDA statement (PDA statement are generated and printed in duplicate for each line). BRJ, CRR, Principal Activity, GLC –691/ 829/ 834 reports and Service Tax report, are generated from System. Print outs of BRJ (Bills Rendered Journal),CRR (Credit Rendered Report), Principal Activity, GLC - 691, 829, 834, Monthly tax report, Monthly deposit in 4 sets are forwarded to Rendering Section. As per requirement of Audit, Bills and worksheets are printed and forwarded to Container Audit Section for verification.

**Interest Billing :**

For the delayed payments, interest at the rate of 13% per annum is leviable as per the prevailing rules. Interest Bills are generated if bills are not paid within 10 days from rendering date. The system generates Interest bill automatically as and when shortfall bill amount is paid by the container operator concerned.

**Vessel Working Permission :**

Container operator makes an application for advance vessel working permission. The application is processed on the basis of PDA balance and working permission is issued accordingly, e.g., if average monthly billed amount is Rs. 1 lakh and the container operator is having deposit more than threshold amount (equal to two months average bill amount ) i.e. more than 2 lakhs surplus, one month advance vessel working permission is granted.

**Processing Of Disputes :**

*On receipt of the bills the Agents are required to verify the container no. and its track and*

*thereafter if the same does not match with their records, they dispute the bills. While disputing the bills, the following documents are required to be submitted by the Agents :*

- i) a covering letter along with copy of bills.
- ii) Copy of documentary evidence confirming the contentions of the Agents, e.g., confirmation report, survey report, transporters report etc.-

The disputes regarding erroneous billing of container related charges are of the following types.

- a) Containers not belonging to the parties but billed to them;
- b) Containers shipped and cleared from the port but billed as lying in the port;
- c) Containers moved out of the Docks but billed as lying in the Port;
- d) Errors in alphabet or Nos. of the containers;
- e) Rendering of bills under wrong line;
- f) Change in status of the container after discharging e.g., FCL to ICD, but not recorded in the system.

After receipt of dispute letter from the Container Operators, reports from EDP Sec. / CDO / Sheds / Gates are obtained for solving disputes. If disputes raised by the container operators are found to be correct, the Credit Voucher (CV) / Credit Note (CN) are processed and forwarded to Container Audit section for verification. The CV / CN duly passed by the audit is rendered in the system and informed to the container operators concerned. If charges billed are found correct, the disputes raised are rejected and informed to the Agent.

#### **Rendering Section :**

The advance deposits (PDRs) are paid by the container operators at Operation Service Centre (OSC) through Bank Counter. On confirmation from bank, PDRs, are updated in system at OSC. All PDRs are forwarded to Rendering Section for verification and reconciliation. Bills and worksheets printed by the Billing Section are segregated line wise by Rendering Section and attached with a copy of PDR duly stamped with Asstt. Manager's Signature. Bills are affixed with revenue stamps which are paid/adjusted. All the bills and PDA statements are forwarded to Audit for verification. Bills duly verified by Audit are received back by Rendering Section for rendering bills to container operators. All container operators collect bills and worksheets from Rendering Section under acknowledgment. In case of outstanding dues, demand notices are issued to the concerned Container Operators and recovery of dues is closely monitored on daily basis. If outstanding dues are not paid, Deputy Manager, O.S.C. is informed for encashment of Bank

Guarantee. Suit case are proposed and files and papers are forwarded for filing suits for recovery of outstanding dues.

Before 5<sup>th</sup> of every month, Service Tax amount is worked out for payment to the Central Tax Authority. Service Tax voucher is prepared and forwarded to                      Jr. Accounts officer O.S.C. for verification and payment of Service Tax through ECS.

GLC sub ledgers are reconciled with Control Ledgers and Bills Rendered Journal reports are forwarded to Audit/

**M.I.S. Section :**

The MIS section deals with Bills and PDRs pertaining to the year 1989 to 1998. Pending Petty Deposit Receipts are processed and average bills and interest bills are prepared and forwarded to Container Audit Section for verification. Sundry and PDR disputes raised by Container operators are solved and credit vouchers/ credit notes are prepared and forwarded for verification. After audit verification Credit Vouchers/ Credit Notes are rendered in the MIS System and concerned Container Operators are informed. Monthly reports such as BRJ, Sundry Debtors are prepared and sent to Audit Section.

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