

## **CHAPTER-I** **INTRODUCTION**

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

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

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

### **DEFINITIONS-:**

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

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

## **CHAPTER- 2 (Manual-1)**

### **2.1 OBJECTIVE**

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

### **2.2 MISSION**

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

### **2.3 HISTORY**

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

### **2.4 DUTIES**

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

### **2.5 FUNCTIONS**

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

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

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

## **2.6 SERVICES BEING PROVIDED.**

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

## **2.7 UNION TERRITORY OF PONDICHERRY**

ORGANISATION CHART DIAGRAM:

As per annexure.

## **2.8 & 2.9**

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

## **MECHANISM FOR PUBLIC GRIEVANCE.**

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

## **2.11. ADDRESS**

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

## **2.12. OFFICE HOURS**

**Week Days**

8.45 hours to 13.00 hours  
14.00 hours to 17.45 hours

**Holidays**

Saturday and Sunday.

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

<b>SI No</b>	<b>Name of the post</b>	<b>Powers</b>	<b>Duties</b>
1	Director of Ports	As per Indian Port Act 1908	Operation and Administration of the Port and its activities.
2.	Executive Engineer	As per CPWD manual.	Execution of all Plan works of the department and maintenance of all Port machineries.
3.	Port Officer	As per Pondicherry Port /Act 1971 and CCA/CCS Rules and DFPR	Assist the Director of Ports in Operational and Administration of the Port and its activities.
4.	Junior Accounts Officer	As per CPWD manual and GFR	Advise the Director of Ports in all financial matters and discharge the various financial functions in the Port Department viz. regulatory and financial monitoring etc.
5.	Assistant Engineer (Mech)	As per CPWD rules	Functioning at the level of sub-divisional Officer and assist the Executive engineer (Port) in execution of Port Plan work activities/ Programme.
6.	Assistant Engineer(Civil)	As per CPWD rules.	Functioning at the level of sub-divisional Officers and assist the Executive Engineer (Port) in execution of Port activities/ Civil works.

**CHAPTER 4 (Manual -3)**

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

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

**CHAPTER 5 (Manual 4)**

- 1.1 Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

1.2

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

5.2

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

**CHAPTER 6 (Manual 5)**

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

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



**CHAPTER -7 (Manual -6)**

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

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

**Department Recruitment/Promotion Committee for Group 'C'**

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

**Department Recruitment/ Promotion Committee for Group 'D'**

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

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

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

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

**Public Information Officers:**

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

**Department Appellate Authority:**

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

**CHAPTER 9 (Manual 8)**

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

Sl. No.	1	2	3
Subject on which the decision is to be taken	Engineering	Conservancy	Administration
Guideline/ Direction	CPWD Manual (Works) & Accounts Manual	Pondicherry Port Rules	FR&SR,GFR,CCS Conduct Rules etc.
Process of execution	Through contract and partly by department with available labour force	Through department	Through department
Designation of officers involved in decision making	Executive Engineer Asst. Engineer Division Accountant	Director of Ports Port Officer	Director of Ports Port Officer
Contact information of above mentioned officers	No.Rue Dumas, Port Depdt., Pondicherry 0413-2338092	No.1, Rue Dumas, Port Department, Pondicherry 0413-2337114	No.1, Rue Dumas, Port Department, Pondicherry 0413-2337114
If not satisfied by the decision, where and how to appeal	The Director of Port, Port Department, Pondicherry.	Secretary to Govt.(Port), Chief Secretariat, Pondicherry.	Secretary to Govt.(Port), Chief Secretariat, Pondicherry

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

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

Sl. No	Name	Designation	STD Code	Ph.No.		Fax	E-mail	Address
				Office	Home			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
12	Djealalidasouppou	LDC	0413	2337114	2331249	--	-do-	41, Mission street, Pondy-1
13	D. Srinivasan	LDC	0413	2337114	--	--	-do-	"AnusuyaDuraismy Illam", plot No:94, Sudhana Nagar, Nainarmandapam, Pondy-4
14	R. Geetha	LDC	0413	2337114-246	--	--	-do-	1, Dumas st., Pondy.1
15	S. Kumaravel	LDC	0413	-do-	2252523	--	-do-	1, Palanirajaudayar st, Pondy-8
16	M.Rajendiran	AE(Mech)	0413	-do-	2212668 9842311 611	--	-do-	40,9 <sup>th</sup> Cross , I Ist.,RainboNagar, Pondy-11
17	T. Varadarajan	AE (Civil)	0413	-do-	2224075	--	-do-	8, Mission st, Pondy-1
18	S. Sathivelou	JE(Mech)	0413	-do-	2220662	--	-do-	20, I Cross, Thirumudi Nagar, Pondy-1
19	B. Janarthnan	Section Officer	0413	-do-	2205294	--	-do-	12,9 <sup>th</sup> Cross, Anna Nagar(Extn), Nellithope, Pondy
20	V. Pandurangan	JE (Civil)	0413	-do-	2256287 9443323 481	--	-do-	BD1, Govt. Staff Qrts, Lawspet, Pondy-8
21	V. Ramadoss	Junior Engineer	0413	-do-	2274162	--	-do-	308,Ramanapuram,Kathirkamam, Pondy-9.
22	M.Massilamani	Junior Engineer	0413	-do-	2240771	--	-do-	10, Pandian st.,VenkateswaraNagar (West), Saram post, Pondy-13
23	R. Jegajothi	Junior Engineer	0413	-do-	2359174 9843035 921	--	-do-	74, Kamaraj st., Iyyappa Samy Nagar (Extn), Mudaliarpet, Pondy-4
24	Nallamnageswara Rao	Junior Engineer	0413	-do-	2210861 9443535 041	--	-do-	64, kamaraj Salai, PONDY11.
25	P.N.Vijaya kumar	Junior Engineer	0413	-do-	2211316 9443181 176	--	-do-	63,I Floor 4 <sup>th</sup> Cross Rd, Rainbow Nagar, PONDY-11
26	G. Philip Ravindrane	Junior Engineer	0413	-do-	2359214	--	-do-	50, Kamaraj Street, Indira Nagar
27	P.Duraiarasan	Junior Engineer	0413	-do-	2212069 9443075 038	--	-do-	22, 3 <sup>rd</sup> Cross st, Venkata Nagar, PONDY-11



Sl. No	Name	Designation	STD Code	Ph.No.		Fax	E-mail	Address
				Office	Home			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
28	<b>C.T. Parthiban</b>	Junior Engineer	0413	-do-	2225366 9443957 449	--	--	<b>23,Suffren st, Pondy1</b>
29	<b>B. Govindan</b>	Junior Engineer	0413	-do-	2355817	--	--	<b>2,Pillaiar koilst,Thillai Nagar, Mudaliarpet, Pondy-4</b>
30	<b>R. Norman</b>	Storekeeper-I	0413	-do-	2224951 9443290 392	--	--	<b>22, Padmini Thottam, Kuruchikuppam, Pondy-12</b>
31	<b>P. Dinagaraj</b>	Storekeeper-II	0413	-do-	5533166	--	--	<b>8, North car. St,Veerampattinam, Pondy-7</b>
32	<b>C. Arunachalam</b>	Port Conservator	0413	-do-	--	--	--	<b>2C, port Qrts,Subbiahsalai, Pondy-1</b>
33	<b>R. Natarajan</b>	MasterMech	0413	-do-	9443076 446	--	--	<b>2, Amirtha Richard st, Kamaraj Nagar, Gorimedu, Podny-6</b>
34	<b>M. Rethinasamy</b>	Tractor Driver	0413	-do-	2600917	--	--	<b>1, 3<sup>rd</sup> Cross, Periyar Nagarm Manavelly.</b>
35	<b>T. Jeyaraman</b>	Tractor Driver	0413	-do-	--	--	--	<b>1, Rue Dumas, Pondy-1</b>
36	<b>P. Mani</b>	Driver	0413	-do-	--	--	--	<b>1, Rue Dumas, Pondy-1</b>
37	<b>K. Ramu</b>	Driver	0413	-do-	--	--	--	<b>1, Rue Dumas, Pondy-1</b>
38	<b>V. Sadasivam</b>	Wireman	0413	-do-	--	--	--	<b>1, Rue Dumas, Pondy-1</b>
39	<b>D.Maragdavel</b>	Wireman	0413	-do-	--	--	--	<b>1, Rue Dumas, Pondy-1</b>
40	<b>S.Jeevandan</b>	Wireman	0413	-do-	--	--	--	<b>Mahe Light House.</b>
41	<b>P.Soupramani</b>	Hammerman	0413	-do-	--	--	--	<b>Maravadi st., Kurusukuppam</b>
42	<b>R.Thavasimuthu</b>	Welder	0413	-do-	2358222	--	--	<b>422, Cuddalore Rd, Nainarmandabam.</b>
43	<b>M. Arumugam</b>	Fitter Gr.II	0413	-do-	--	--	--	<b>33,II Cross, Pudhu Nagar, Reddiyarpalayam.</b>

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

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

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

### **CHAPTER-11 (MANNUAL - 10)**

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

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

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

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

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

**CHAPTER – 12 (MANUAL - 11)**

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

**YEAR 2004 – 2005.**

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



**CHAPTER 13 (Manual 12)**

The Manner of Execution of Subsidy Programme

No subsidy Programme exists in this department.

**CHAPTER 14 (Manual 13)**

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

No concessions, permits or authorization are granted.

**CHAPTER 15 (Manual - 14)**

**NORMS SET:**

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

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

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

**CHAPTER- 16 (Manual - 15)**

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

**CHAPTER 17 (Manual- 16)**

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

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

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

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

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

## **CHAPTER 18 (Manual 17)**

### **OTHER USEFUL INFORMATION**

#### **18.1 Frequent asked question and their Answers by Public.**

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

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

**2. FAQ:** What is the Port Limit?

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

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

**Ans:**

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

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

**Ans :**

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

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

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

**6.FAQ :** What are the facilities available?

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

**7. FAQ:** What are the port charges?

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

**8.FAQ:** How to register a boat?

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

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

**GOVERNMENT OF PONDICHERRY  
PORT DEPARTMENT**

\*\*\*

**DIRECTOR OF PORTS – 1**

**PORT OFFICER – 1**

Stenographer Gr.II – 1

**Establishment**

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

**Port Conservancy**

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

**Light House  
Karikal**

Light Keeper – 1  
Wireman – 1

**EXECUTIVE ENGINEER – 1**

Stenographer Gr. II – 1

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

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

Assistant  
Engineer – 1  
Junior  
Engineer – 1

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