

C O N T E N T S

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CHAPTER I

RAILWAY OPERATIONS

1.1. Introduction:

Port Railway is in existence since the inception of Port and the Port Railway was operated initially by West of India Portuguese Guaranteed Railway. In order to establish connectivity to other parts of India and improve the efficiency of Railway Operations, a working arrangement was arrived at between Southern Maratha Railway and the West of India Portuguese Guaranteed Railway in 1902. Port Railway has been evolved from narrow to meter gauge and one decade ago the Port Railway yard lines were converted to broad gauge from 03.11.1997. Port Railway mainly facilitates to aggregation of export cargo like steel, granite etc; and quick evacuation of imported dry bulk cargo from Port. Port railway system is connected to South Western Railway through which it is also linked to the Konkan Railway. Both these railways together facilitate easy access to the Port from any part of the country. A working agreement has been executed between the South Western Railway (SWR) and the Mormugao Port Trust (MPT) and it deals with the various aspects of the interchange of traffic and working arrangements.

Mormugao Port Trust Railway is deemed as one of the Railway Terminals/Stations in the zone of South Western Railway and the assigned Station Code is MRH (Mormugao Harbour). It also carries out the functions similar to any other Railway Station on behalf of South Western Railway. MPT Railway Limit starts from Motorised Point No.21 of Vasco Railway Yard/SWR.

1.2. Functions of the Port Railway:

- (i) Taking over rakes from South Western Railway under acknowledgement and breaking up the rake for placement at different sidings ear-marked for unloading/loading.
- (ii) Receipt of the indent (as per Annexure –I) (for supply of rakes) from the Port Users and placing the demand with South Western Railway (SWR).
- (iii) Preparation and issue of Railway Receipts for goods booked
- (iv) Despatch of wagons after complying with Railway Commercial formalities
- (v) Recovery of freight, maintenance of station accounts and furnishing of the periodical returns to the Railways
- (vi) Collection of terminal charges and haulage charges as per Railway Rate Circular from the Port Users
- (vii) Collection of wagon hire charges from Port users on behalf of South Western Railway beyond permissible free time and remittance to SWR.

1.3. Description and holding capacity of the Railway yards/sidings:

The total length of railway lines available in the different sidings /yards is 10.5 kms and the layout of Railway Yard is given in an Annexure -II

1.3.1. Marshalling Yard

- (i) Shed Line - 380 Mtrs
A shed line is running adjacent to the warehouses namely V1,V2 & V3 which can hold half rake of 29 BOXN Wagons.

- (ii) Fuel/Work Shop Line - 221 Mtrs.
The Fuel/Workshop Line leads to Workshop and it splits further as one line for fuelling and other one for workshop.

(iii) Overflow Line No.1 – 255 Mtrs (iv) Overflow Line No.2 - 253.30 Mtrs	}	Both Lines are used for shunting operations and also used as an escape line for Loco.
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(v) Shunting Neck Line	The Shunting Neck Line is used for shunting of passenger train by SWR. This Line takes off from Line No.2 on the Right Hand Side and ends before Road Overbridge.
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1.3.2. R & D Yard:

All the lines in the Vasco Yard converges into two lead lines as Line No.1 and Line No.2 of R & D Yard (Port Railway) and Port limit starts from Motorised Point No.21 of Vasco yard.

This yard begins with the curved alignment i.e. right hand curve starting in Vasco (VSG) yard and ends at near House No.6. In the beginning of R & D yard there is one crossover connecting Line No.2 with Line No.1. The Line No.3 branches out from Line No.2 and Line No.4 branches out from Line No.3. All these four lines form the R & D yard

R & D		
Line No.1	813.4 Mtrs.	}
Line No.2	786 Mtrs	
Line No.3	757.7 Mtrs	
Line No.4	762 Mtrs.	
All R & D Yard Lines can hold full rake of standard loop length 686 Mtrs. for free interchange of traffic. As per Interchange Agreement between MPT & SWR, all inward & outward wagons are interchanged on these lines.		

1.3.3. Siding at Berth No.X & XI:

The siding for Berth No .X & XI takes off from the Line No.2 of the R & D yard and takes a right hand turn immediately followed by a left hand turn and then goes straight upto the end of the T4 shed. The second line of this siding branches out from the first line and runs parallel to it. Both these lines are provided with buffer stop near T - 4 shed.

T1 Track - 548 Mtrs	}	These lines can hold only half length of the rake for loading and unloading of cargo.
T2 Track - 548 Mtrs		

1.3.4. SWPL Yard:

There are 2 lead lines i.e. X & Y from R & D yard to SWPL yard which run in a straight direction upto SWPL Siding. There are two level crossings between these 2 lead lines i.e. at Gate No.6 and another near Berth No.7. SWPL Siding is having 4 lines and there is one crossover between Line No.2 & Line No.3. On Line No.1 & 2 gantry cranes are installed for loading and unloading of break bulk cargo and Line No.1 can be used for manual loading of cargo. On Line No.3 & 4 wagon loaders are installed for mechanized loading of cargo.

(S-1) 363 Mtrs.	}	All SWPL Lines can hold half length of the rake. Total running length of SWPL yard is 1319 Mtrs
(S-2) 292 Mtrs		
(S-3) 312 Mtrs		
(S-4) 352 Mtrs		

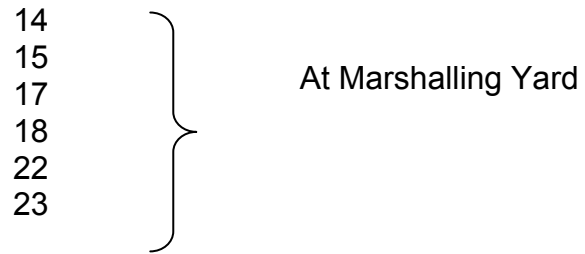
1.3.5. Types of Wagons:

Types of Wagons	Dimensions L X B X H	Carrying Capacity(CC) of cargo
(i) BOXN	9.77 x 2.92 x 1.94	68 MT
	Standard rake size of BOXN wagon - 59 wagons	
(ii) BCN	NA	62 MT
	Standard rake size of BCN wagon - 41 wagons	
(iii) BFR	NA	64 MT
	Standard rake size of BFR wagon - 45 wagons	

1.3.6. Types of Points:

There are 2 types of points namely Motorized Points and Lever Points provided at the joints of the railway lines. The details are as given below:

Type of Points	Point No.	Location
Motorised Points	7	At beginning of R & D yard
	8	
	9A	
	9B	
	10	
	11	
	12	
13		
Lever Points	1	At the end of R & D
	2	
	3	
	4	
	5	At Berth No. X & XI
	6	



Total there are 8 motorised points and 12 lever points at MPT yard.

The exact locations can be referred in Railway Yard Layout in an (Annexure-II)

1.3.7. Fouling Mark:

Fouling Point is a point to the rear of a converging junction, such that a train must be to the rear of that point in order to ensure that any train moving on the other converging line can proceed without being obstructed. Fouling Points are usually marked by a stone or cement slab with 'FP' written on it by the side of the tracks. The fouling point may also be marked for a siding to indicate that a rake must be stopped beyond it in order to avoid obstructing other trains passing by on the through tracks or on to other sidings. Yard Porter gives line clearance according to the situation.

The operations section of the Railway Division deals with the movement of Railway traffic in the Harbour. The wagons received from South Western Railway are accepted in the R & D yard and all movements within the harbour are done by the Port Trust locos under the directions of the Traffic Railway staff.

1.4. Railway Section:

The overall railway operations are carried out under the supervision of Sr. Asst. Traffic Manager (Railway). The Railway Section of ATM(R) office functions round the clock under the control of Asst.Yard Superintendent (AYS) posted for each shift. The AYS will take over the position from the

earlier Shift Incharge (AYS). He will plan the entire yard and siding operations with the assistance of Yard Foreman posted for yard at ATM(R) office and Yard Foreman (Panel) operating the Railway Panel besides liaising with SWR operational staff. He will assist Yard Supdt. in posting of operational staff working under Sr.ATM(R). He will be responsible for maintaining the shiftwise operational data like arrival, placement, removal, formation, dispatch, breakdown and delay in shunting operations in the different registers/proforma. He shall log all railway operations taking place in his shift.

1.5. Shunting Operations:

As the lines in the different sidings do not have full rake length, the full rake has to be split and placed in the different lines and segregated by means of shunting operations.

Shunting operations are required for splitting the rake, segregation of sick wagons, reversal of brake van etc; and during these Shunting Operations, abundant care to be taken in particular the observation of line clearance, proper signals, fouling mark (clearance mark), level crossing etc; by the Shunting Staff.

Shunting operations comprises of various operations such as panel operations, setting of points, signaling, operating of level crossing gates, receiving, placement, removal, formation and handing over of rakes are carried out under the supervision of Asst. Yard Supdt and Yard Foreman by the shunting staff comprising Shunting Master, Shunting Jamadar, Yard Porter and Loco Shunter.

The individual operations are detailed as follows:

1.5.1. Panel Operations:

Panel Operations are looked after by Yard Foreman (Panel) who is overall in charge of panel operations, and functions as per the directions of AYS. He shall give clearance for receipt/despatch of rakes from/to SWR by exchanging private number (P.N.). Indication regarding setting of points, setting of routes and the signal aspects are available on the panel. When any particular points are engaged for a route, this will be indicated on the panel by a small white light provided in round slit between the 'points position' indicating that the points are not free for operation. When this indication appears, the Yard Foreman (Panel) must not interfere with the points. If the motorized points are set properly, the Yard Foreman gets yellow indication on the panel. In case of failure of motorized points, he gets flashing light and red indication. Then, he must personally visit the point and see whether the stock rail and tongue rail are properly aligned or not, and if not, he should see that the relevant points in the route are cranked by crank handle available on the panel, clamped and padlocked for the required position correctly with the assistance of Yard Porter (panel) and subsequently he should inform in writing to Loco Drivers of SWR and Port Railway for any movement of rakes/wagons/loco. He should also record the failure of motorized points in the register maintained by him. Also, if he finds anything obstructing the rails at the point, such as ballast, plastic bags etc., he should get it cleared from the Yard Porter. Only then, he should set the points.

1.5.2. Setting of Points:

i. Motorized Points:

Motorized points are set on panel. These motorized points are indicated by the illuminated light on the straight route and the reverse setting by the illuminated light on the diverging route. This slit will display a steady white indication, if the points are properly set and the track circuits

controlling the points are clear. A steady red light will be displayed, if the track circuit controlling the point is occupied or failed. In the event of point failing to set properly, this steady light will change to 'flashing' light. No setting of route should be initiated over points showing 'flashing indication'. In case of failure of motorized points, the Yard Foreman (Panel) must ensure that the required points in the route are cranked by bringing crank handle from panel room, clamped and padlocked for the required position correctly.

ii. Lever Points:

Lever Point is basically hand operated (manually) by Yard Porter under the supervision of Shunting Master to enable a train to move from one track to another track (change the points) at railway junction. These points can be moved into any one of two positions to direct a train coming from the narrow end toward the straight path or the diverging path. A train moving from the narrow end toward the lever point is said to be a facing-point movement.

A train coming from either of the converging directs will pass through the points onto the narrow end. Passage through this point in this direction is known as a trailing-point movement.

Yard Porter should ensure that the stock rail and tongue rail are properly aligned. A gap of less than 5 mm is permissible for movement. If it crosses more than 5 mm, he should inform the Shunting Master who in turn will inform shift-in-charge AYS for further necessary action. He should also ensure that tongue rail is in good condition. Only then he has to set the point to the required route and clamp and padlock properly.

1.5.3. Signal:

Normally, signals are used for controlling the movement of trains during shunting operations.

Kinds of Signals:

i. Fixed Signals

Fixed Signal is so constructed that, in case of failure of any part of its connections, it shall remain at, or return to its most restrictive aspect. A signal which has been taken 'off' for the passage of a train shall not be placed 'on' until the whole of the train which it controls has passed it, except in case of emergency, or where arrangement is provided to restore the signal to 'on' automatically, the control operating the signal shall not be restored to its normal position till the whole of the train has passed it.

Unless otherwise authorized under approved special instructions, fixed signals except automatic signals, shall always show their most restrictive aspect in their normal position.

ii. Hand Signals (Flag) and Hand Signals (Lamp):

Hand Signals are displayed by Yard Porter posted in the yard. All Hand Signals (Flag) shall be exhibited during day by showing a flag or hand. During a day flag or flags shall normally be used as hand signal. Yard Porter displays a Red Flag to stop a train and Green Flag is displayed after ascertaining line clearance to waive off a train. During the night, Yard Porter should show hand signal (green colour lamp) for waiving off a train to indicate that the line is clear, hand signal (red colour lamp) to stop the train.

1.5.4. Operating of Level Crossing (LC) Gates:

The responsibility of keeping the lifting barrier in lowered and secured position against road traffic till the passage of train movement rests with the Gateman on duty. Whenever the lifting barrier is out of order, the gatemen posted at the gates shall ensure the stoppage of road traffic by standing on either side of the road and showing the red signal.

1.5.5. Receipt and Supply Of Wagons:

On receipt of empty rakes at R & D yard from SWR, the shift-in-charge AYS shall arrange to supply the same on first come first serve basis.

1.5.6. Placement of Wagons:

On receipt of empty rakes at R & D yard from South Western Railway (SWR), the shift-in-charge AYS shall arrange to supply the same on first come first serve basis as per the Indent Priority. The Shunting Master posted on the Loco and Shunting Master posted at the rear side of the Loco are responsible to detach the required number of wagons alongwith the required position of brake vans as per the holding capacity of the line and placed in the sidings with the Assistance of Yard Porters. The Shunting Master and Yard Porter posted in the rear side of Loco shall set the points and ensure the line clearance and closing of Level Crossing Gates prior to the movement of the train for placement. The splitted rake will be placed in the required sidings and similarly, the other parts of the rake will be placed. The Shunting Master and Yard Porter posted on the Loco shall be responsible to set the points in the leading line and ensure the line is free of obstructions.

1.5.7. Removal of Wagons:

On completion of loading of first half of the rake in all respects including the proper covering of wagons with tarpaulin and placing the seal cards on the wagons, the party will inform to AYS along with the Forwarding Note who in turn will arrange the Loco for removal and placed in the R &

D yard for further formation. The same process will be followed for the second half of the rake.

1.5.8. Formation of Rake :

When second half of the corresponding rake is completed and removed, the same would be formed with the earlier stabled first rake in the R & D yard and thereafter the full rake is handed over to SWR by means of ready memo for its removal.

1.6. Reporting of Accident:

Whenever a major and fatal accident occurs, the shift-in-charge Asst. Yard Superintendent (AYS) shall report immediately to the Safety Officer, Asst. Director (Dock Safety), Sr. Assistant Traffic Manager (Railway), Sr. Dy. Traffic Manager and Traffic Manager who in turn will inform to Dy.Chairman and Chairman with details. Subsequently, the accident report to be prepared in Form XII as prescribed in Dock Safety Regulations by Sr.ATM(R) and forwarded to Asst. Director (Dock Safety). In case of fatal accident, Sr. ATM(R) shall conduct preliminary inquiry and submit the report to Chairman through Traffic Manager. Whenever an employee is unable to resume duty after 48 hrs. from the time of incident, the Workmen's Compensation Act, Memo shall be forwarded to Traffic Manager's Office.

1.7. Reporting of Derailment and Collision of Wagons/Loco

Whenever there is a derailment and collision of wagons/loco, the shift-in-charge AYS shall immediately report the matter to Sr.Assistant Traffic Manager (Railway), Sr.Dy. Traffic Manager, Traffic Manager, Chief Engineer, Chief Mechanical Engineer, Safety Officer and Asst. Director (Dock Safety). Simultaneously, it should be informed to the concerned

Executive Engineers/Asst. Executive Engineers of Chief Mechanical Engineering (CME) Department who are in charge of Loco and motorized points and panel and also to the concerned Executive Engineers/Asst. Executive Engineers of Civil Engineering (CE) Department who are in charge of track maintenance. The AYS and Yard Foreman shall give permission/ensure to clear the derailment/collision only after the joint inspection carried out by the designated officials. Sr. Assistant Traffic Manager (Railway) shall co-ordinate with Joint Inspection Officials drawn from CE and CME department, Safety Officer and officials from SWR if required to conduct joint preliminary enquiry on the incident and the report to be submitted to Dy. Chairman and Chairman through Traffic Manager, within 24 hrs. from the time of incident. AYS and Sr. Assistant Traffic Manager (Railway) shall take action to restore the operations in co-ordination with other departments at the earliest. Subsequently, the derailment/collision report to be prepared in Form XII as prescribed in Dock Safety Regulations by Sr.ATM(R) and forwarded to Asst. Director (Dock Safety).

1.8. Interchange Agreement between Mormugao Port Trust (MPT) and South Western Railway (SWR)

An agreement was made in connection with the working arrangements between Mormugao Port Trust and South Western Railway, Hubli on 31.08.2004 and came into effect from 01.10.2004. The extract of important clauses of the agreement is given as under:

In terms of Clause 5.1(a), free time fixed as 15 hrs. for single operation and 24 hrs. for double operation as per practice-in- vogue.

In terms of Clause 5.5(a), whenever port is unable to accept all traffic intended for the Port, MPT shall give the railway 72 hrs. notice in advance

failing which hire charges shall be levied on wagons indented by MPT. In other words, Sr. ATM(R) and AYS shall inform the non-working of Port Railway due to closed holiday, if any, and other reasons, 72 hrs. in advance to SWR.

CHAPTER II

RAILWAY COMMERCIAL

The booking of Indents for delivery of outward cargo and receipt of Railway Receipt (RR) for inward cargo is done at the Railway Commercial Office which is open on all days except closed holidays. The staff working in the Railway Commercial Office are directly under the control of the Sr. Assistant Traffic Manager (Railway) who is responsible for the efficient working of Railway Commercial Office. The main transaction pertaining to the issue of Railway Receipts in respect of consignment loaded for despatch and delivery of goods arriving at the Port are attended to at the Railway Commercial Office. The railway freight is collected depending upon the nature of booking of the consignment. In case of inward traffic, the Railway Freight is collected at the originating station and Port collects only haulage and terminal charges but in case of outward traffic, port collects haulage and terminal charges and collects freight charges and remits the same to the SWR. It also collects wagon hire charges for inward and outward rakes if detained beyond permissible free time and the same is remitted to SWR. As regards 'To Pay' consignment for inward traffic, the Railway Freight is collected before delivery and for 'To-Pay' booking of outward consignment no Railway Freight is collected.

2.1. Goods – Outward Traffic:

2.1.1. Registration of Demand:

Any consignee or his agents intends to place a requisition of railway wagons for transportation of cargo has to register with Port by paying a registration fee per rake at Central Documentation Cell (CDC) /MPT to be fixed from time to time by SWR and it is refundable on demand. The same registration fee can be carried forward and utilized for the next rake after the rake for which the registration fee is paid is completed and all dues paid. In case, any consignee cancels the demand within 10 days of the placement of requisition, the registration fee will be forfeited.

2.1.2. Scrutinization of documents related to cargo:

Consignee places the requisition of wagons in duplicate i.e. indent for rakes alongwith passed Bill Of Entry and Delivery Order issued by Steamer Agents with the Wharf Superintendent (Goods) who scrutinizes and accepts the requisition of wagons. The original will be forwarded to Goods Supervisor who places the indent through FOIS as a commercial placement of requisition of wagons and based on the duplicate the AYS places indent with Station Manager, Vasco, SWR. Wagons are allotted to the party in the order of registration of indents depending on the priority of movement of traffic.

2.1.3. Receipt of forwarding note:

After completion of wagon loads, the consignee will submit Forwarding Note to shift-in-charge AYS. He issues necessary instructions to the Yard Foreman for its removal from the siding and goods supervisor for releasing the rake in the FOIS system for generation of Railway Receipt.

2.1.4. Collection of freight and remittance to SWR

Consignor/Consignee has to pay/remit the freight charges by Demand Draft or remitting into SWR Bank Account through Wharf Superintendent (Goods) as per the Railway Rate Circular along with forwarding note for a particular rake whose placement has been given for loading, before completion of loading. In case the freight is not paid in full before completion of loading, the consignor/consignee will have to pay nominal "To Pay" charges (penalty) on the entire amount of freight to SWR. The percentage of "to pay " is fixed from time to time by Railway Rate Circular.

2.1.5. Collection of terminal and haulage charges:

Consignor/Consignee has to pay terminal and haulage charges to CDC/MPT on every rake loaded and produce the receipt before Wharf Superintendent (Goods) for generation of Railway Receipt (RR). Terminal Charges are calculated on the total tonnage of the rake and haulage charges are calculated based on the total number of wagons of the rake. The terminal and haulage charges are collected as fixed by Railway Rate Circular from time to time.

2.1.6. Collection of Wagon hire charges:

Any rake taken over from SWR has to be completed and returned to SWR within the certain stipulated time (permissible free time). In case the rake is not handed over to SWR within the stipulated time, then Port has to pay wagon hire charges to SWR as fixed by Railway Rate Circular from time to time. Port may collect the same amount from consignor/consignee whenever there is a delay in loading/unloading beyond free time.

2.1.7. Preparation of Railway Receipt

The consignee submits the Forwarding Note to shift-in-charge AYS who in turn passes to Goods Supervisor. He shall ensure the payment of various charges like v.i.z. freight charges, haulage charges, terminal charges, wagon hire charges and punitive charges. He shall ensure that required particulars are entered in the FOIS system which generates Railway Receipt (in duplicate) and handed over to consignor. Whenever there is a delay in receipt of weighment slip beyond 48 hours, Railway Receipt can be generated pending collection of punitive charges which will be collected on receipt of weighment slip.

2.2. Goods – Inward Traffic

2.2.1. Receipt of RR:

For inward loaded rake, Railway Receipt (RR) has to be submitted by consignor to the Wharf Superintendent (Goods) before placement of loaded rake for unloading.

2.2.2. Realization of Haulage/Terminal Charges:

After receipt of inward railway receipt (RR), Wharf Superintendent (Goods) will inform Sr.Clerk(Goods) to prepare a statement regarding haulage/terminal charges due from the consignor who in turn will despatched the same to CDC/MPT for collecting the total amount of haulage and terminal charges from the consignor. After consignor produces the receipt for the payment made to the Wharf Superintendent (Goods), AYS will be informed to make the placement of the loaded rake for unloading.

2.2.3. Collection of Wagon Hire Charges:

SWR submits a statement of all rakes that have accrued wagon hire charges at the end of each month. The same is jointly inspected by SWR and MPT officials (Sr.Clerk O/D who maintains vehicle guide register) and then dispatched to the goods section. The goods section then arranges for dispatch of the same to the consignor/consignee concerned with instructions to make the payment to Dy.CAO/CDC/MPT. A copy of the same is dispatched to TM/MPT who in turn issues orders to Dy.CAO/CDC/MPT to make the payment to SWR.

At present, demurrage charges are not recovered from consignor/consignee as wagon hire charges are collected from the consignor/consignee. As per Clause No.5.8 of the Working Agreement between MPT and SWR, the recovery of demurrage charges from the consignor/consignee shall be at the discretion of the Port.

2.2.4. Loading restriction by SWR:

SWR will impose restrictions from time to time on the movement of wagons to certain destinations for specific periods. Whenever there are any restrictions for loading cargo to a particular destination, then SWR will send a written intimation about the same to Sr. ATM(R) who in turn will inform the indenter concerned. In exceptional cases, despite restrictions, loading of wagons may be permitted by the TM who will obtain necessary sanctions from SWR for loading the wagons to restricted stations.

2.3. Duties and Responsibilities of Railway Operational Staff

2.3.1. Yard Superintendent:

- i. In case of derailment/Accident, he will assist Sr.ATM(R) to take immediate action to restore traffic.
- ii. To assist Sr.ATM(R) in proper working of the Port Railway operations. He shall attend both the indoor and outdoor work and shall have general supervision over the shunting staff.
- iii. He shall be responsible for booking of shunting staff in different shifts, as per the requirement
- iv. Co-ordinate all railway movement at Berth No.10 and marshalling yard, R& D yard .and M/s.SWPL Terminal
- v. Any other duties assigned to him from time to time by his superiors.

2.3.2. Assistant Yard Superintendent:

- i. He will keep in touch with Sr.ATM(R) about the shunting operations.
- ii. He will assist Yard Supdt. in posting of staff working under Sr.ATM(R).
- iii. He will be shift Incharge of the Railway Control and keep ready all information regarding Rly. Operational work
- iv. He shall attend to any other work assigned to him by his superior from time to time.

2.3.3. Yard Foreman:

- i. To take over wagons from SWR as per pilot memo.
- ii. To arrange placement of wagons for loading or unloading as per instructions from Sr.ATM(R).
- iii. To send ready memo to SWR of loaded wagons to arrange handing over of loaded or empty wagons to South Western Railway.
- iv. To supervise shunting operations during his shift at berth No.10/11 Marshalling yard, R&D line and M/s.SWPL Terminal
- v. To keep in touch with Sr.ATM(R) about the shunting operations.
- vi. To issue memo to TXR/staff AEN/Rly./MPT in case of accidents/derailments.
- vii. To attend panel cabin operations.

2.3.4. Senior Clerk (Goods)

- i. Maintenance of muster roll and other pay bill work
- ii. Receipt of stationary, uniform and personal protective equipment issue and maintenance of records
- iii. Maintenance of vehicle registers in respect of hire charges
- iv. Preparation of wagon placement slips and submission to WS(COM)
General correspondence
- v. Any other duties as assigned by his superior from time to time.

2.3.5. Clerk (ATM(R)) (Railway.Section)

- i. To maintain inward/outward movement register of SCR wagons.
- ii. To take wagon number and time of arrival/despatch
- iii. To assist yard foremen in Railway Operations.
- iv. To co-ordinate with his superiors.
- v. To prepare yard report and take yard position.

2.3.6. Shunting Master:

- i. To carry out placement and removal of wagons as per instruction

from yard foreman

- ii. Any other duties as assigned by his superior from time to time.

2.3.7. Shunting Jamadar:

- i. To assist shunting master in placement and removal of wagons
- ii. Any other duties as assigned by his superior from time to time.

2.3.8. Yard Porter:

- i. To carryout the below given duties as per instructions from shunting master
- ii. To show signal for loco
- iii. To see that the rail track is clear of any obstructions.
- iv. Operate spring lever points.
- v. Any other duties as assigned by his superior from time to time.

2.3.9. Peon:

- i. Opening and closing of this office and taking tapal to A.O. building/ harbour/Vasco/MM/and Port Users and SWR/Vasco.
- ii. Attend to all other assigned Office Work

2.4. Duties and Responsibilities of Railway Commercial Staff:

2.4.1. Wharf Superintendent (Commercial)

- i. He shall be responsible for collection of freight and remitting the same to Railways.
- ii. He shall ensure that Haulage and Terminal charges bills are promptly raised and submitted to CDC. He shall check all the Invoices received from Railways of the Consignments booked to MRH.

- iii. He shall ensure that the correct freight charges are recovered after verifying the mileage by the permissible route and class rate as applicable by Railways.
- iv. He shall be responsible for maintenance of correct account and balance sheet alongwith relevant statements and shall submit the accounts to Port Trust and Railways from time to time.
- v. He shall be responsible to submit reports towards claims, refunds, non-receipts of goods to the Rlys.
- vi. He shall attend to any other work assigned to him by his superiors from time to time.
- vii. He should have check on DD's despatched to Rly.
- viii. He should ensure that the indents for Rly. wagons are accepted only after passing out of the cargo from custom charge and then forward the indent to ATM(R).
- ix. He shall attend to any other work assigned to him by his superiors from time to time.

iiiii 2.4.2. Assistant Wharf Superintendent (Commercial)

- i. He shall assist wharf supdt.(Com) in accounting of MPT/ SWR cash and remitting the same to Railway/ CDC/MPT .
- ii. He shall assist WS(Com) in respect of correct account and balance sheet alongwith relevant statements.
- iii. He shall attend to any other work assigned to him by his superiors from time to time.

2.4.3. Goods Supervisor:

- i. To accept indent in the absence of WS (C) /AYS
- ii. To accept forwarding note from consignee.
- iii. To furnish invoice Nos. to the party.
- iv. To supervise the labelling of wagons.
- v. To prepare Railway Receipt.
- vi. To issue ready memo and yard report to ATM(R).

2.4.4. Sr.Clerk (Goods Section)

- i. Preparation of balance sheets and maintenance of outstanding register
- ii. Maintenance of register of inward wagons
- iii. Preparation of daily statements of entry of trucks at gate
- iv. Any other duties as assigned by his superior from time to time.

2.4.5. Sr.Clerk (Goods Section)

- i. Maintenance of loading book and connection of wagon as per respective invoices
- ii. Maintenance of incoming wagon records
- iii. Any other duties as assigned by his superior from time to time.

2.4.6. Sr.Clerk (Goods Section)

- i. Preparation of monthly wharf dues statements
- ii. Preparation of SN-2 and PCDO statements every 10 days and submission to railways
- iii. Any other duties as assigned by his superior from time to time.

2.4.7. Sr.Clerk (Goods Section)

- i. Calculation of freight distance and preparation of railway receipts
- ii. Any other duties as assigned by his superior from time to time.

2.4.8. Sr.Clerk (Goods Section)

- i. Preparation of cash book extracts
- ii. Preparation of monthly truck statements
- iii. Maintenance of records of MPT and SCR stationary
- iv. Any other duties as assigned by his superior from time to time

2.4.9. Sr.Clerk (Railway Section):

- i. Receipt and issue of uniform, stationary, personal protective equipment and maintenance of records.
- ii. Maintenance of leave particulars and other pay bill work and maintenance of records
- iii. Preparation ROT/OT and night weightage statements of railway Section
- iv. Preparation and maintenance of muster rolls of railway staff
- v. Preparation of daily attendance slips of shift wise railway staff
- vi. General correspondence
- vii. Any other duties as assigned by his superior from time to time.

2.4.10. Sr.Clerk (Railway Section):

- i. Preparation of overtime and night weightage statement
- ii. Maintenance of leave , sick record , other paybill work and general correspondence.
- iii. Any other duties as assigned by his superior from time to time.

2.4.11. Sr.Clerk (Railway Section):

- i. Preparation of paybill statements and other work relating to railway section.
- ii. Preparation of billing particulars of fork lift and maintenance of records .
- iii. Any other duties as assigned by his superior from time to time.

CHAPTER III

TRAFFIC MANAGER'S OFFICE

The Traffic Department headed by the Traffic Manager comprises of two Sections, viz. Establishment and shipping sections.

3.1. Establishment Section:

The establishment section deals with the work pertaining to appointment of staff (un- common categories) by following the recruitment procedure, promotion by holding DPC meetings annually, maintenance of individual personal files of the staff of the Traffic department, processing of payroll, final settlement benefits to retiring employees, leave particulars, LTC/HTC claims etc., functioning of the department within the framework of M.P.T. Regulations, Major Port Trust Act, orders/instructions issued by the Ministry from time to time, ensuring that the various welfare measures such as uniforms, health care, incentives, advances, scholarships, assistance from welfare fund etc., are made available to the staff, initiating disciplinary action against employees for their misconduct/prolonged absenteeism etc.

The Traffic Manager is assisted by the Senior Assistant Secretary (SAS) in dealing with all Establishment matters. The SAS is overall in-charge of the office of the Traffic Manager and he is supported in the functioning of the Traffic department by the Office Superintendent, Head Clerk, Accountant/Selection Grade Clerk, Stenographer, Senior Clerk, Record Attender, Stationery Attender cum Duplicator Operator (SADO), Attender, Peons, who are responsible for the discharge of the assigned duties as well the function of the staff attached to Shipping Section which are enumerated below:

3.2. Shipping Section:

Shipping Section deals with collection and feeding of data in coordination with Wharf Supdt., (Shipping Control) to prepare / generate daily berthing sheets manually / SAP. The various periodical statements on cargo operations, vessel performance, etc. is prepared for Indian Ports Association (IPA) and Ministry of Shipping in coordination with Asst. Traffic Manager (Shipping) and Planning & Management Services (P&MS) Section besides attending the correspondence.

Mechanical Ore Handling Plant (MOHP) deals with the allocation of MOHP plots at Berth no. 9, preparation of statements for Barge Unloading Programme and to draw line up of vessels to be berthed at berth no. 9, compilation of daily report on traffic handled which includes monthly and yearly statistics of cargo and containers handled. It also deals with the license of Transhippers and floating cranes and its renewal.

Railway correspondence and issue of various type of licences is also handled by this Sections.

3.3. Traffic Manager's Office Staff:

3.3.1.Senior Assistant Secretary:

- i. In charge of Establishment section of Traffic Department.
- ii. All routine matters and correspondence shall be attended to and disposed at his level.
- iii. Verifying of Service Books of the employees of Traffic Department.
- iv. Tapal received from TM has to be marked to the concerned sections/dealing hands.
- v. To prepare Budget estimate, revised estimate.
- vi. To monitor muster roll of the office staff.
- vii. To maintain discipline among the staff.

- viii. Writing of Confidential Report's of Class III and IV employees of Establishment section.
- ix. To allocate work on daily basis, if required by considering the urgency of work and staff present.
- x. Any other work entrusted by the Traffic Manager.

3.3.2. Office Superintendent:

- i. Responsible for the upkeep of office, cleanliness and maintenance of discipline among the office staff.
- ii. To supervise the work of the staff working in the establishment section.
- iii. To check and close the muster roll in the absence of SAS.
- iv. To scrutinize registers such as Seniority, Roster, Departmental Promotion Committee/Assured Carrier Progress /Staff Selection Committee Minutes.
- v. Initiate Disciplinary action against employees, if any.
- vi. Monitor Recruitment/promotion process of un-common categories of the department.
- vii. To assist the SAS in Establishment matter.
- viii. Any other work entrusted by the SAS/Traffic Manager.

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3.3.3. Head Clerk:

- i. To supervise the staff working in establishment section as well as checking of all the work put up by the staff of Establishment section.
- ii. To scrutinize TA/ LTC/ HTC claims and medical bills of all the staff.
- iii. To scrutinize paybills, formats, Provident fund applications for advance/withdrawal, OT register, leave encashment, issue of payslips etc.
- iv. Correspondence in establishment matters.

- v. In addition to the above, carry out any work entrusted by the Superiors.

3.3.4. Accountant:

- i. To look after inventory account, tools and plants, register, etc.
- ii. To look after budget estimate,
- iii. Maintenance of general imprest cash account and to process welfare imprest of Traffic Department.
- iv. To process indents for office stationery, uniforms, monsoon wear, calendars and diaries for the staff.
- v. Maintenance of RTI Act register and processing the applications/any information sought by the employees/other parties under Right to Information Act, 2005.
- vi. To process gas subsidy bill of Port Consumers Co-op. Society Ltd., vehicle bill of staff car and advertisement bills to FA&CAO.
- vii. Any other work assigned by the superiors.

3.3.5. Selection Grade Clerk (1):

- i. Monthly Statements>Returns
 - (a) Vacancy position and strength of staff.
 - (b) Half yearly statement to General Administration Dept.
 - Recruitment of Ex- Servicemen, Recruitment of physically Handicapped,
 - Recruitment of minorities.
 - (c) Quarterly Statements /Returns
 - Compulsory notification of Vacancies to Employment exchange.
 - (d) Yearly reports
 - Statement of Schedule Caste/Scheduled Tribe/Other Backward Class

recruited in the year.

- ii. Promotions/ACP/Confirmation of un common categories of Traffic Dept. and Issuing Orders in regard to the same.
- iii. Updating Seniority register of the staff.
- iv. Sending proposals for de-reservation of vacancies reserved for SC/ST in posts filled by promotion.
- v. Reply to audit queries with regards to promotion etc.
- vi. Maintaining Roster for Direct Recruitment/promotion.
- vii. Preparing and writing minutes of DPC/SSC/ACP/Confirmation.
- viii. Verification of Antecedents reports, Employment Exchange intimation, sending Caste Certificates of new recruits in Traffic Department for verification to the concerned authorities.
- ix. Preparation of schedule of staff.
- x. Processing DPC/ACP/Confirmation/Direct Recruitment proposals for granting promotions/financial up-gradation to the employees (un-common categories) of this department as also initiating the process for direct recruitment.
- xi. Any other work assigned by the Superiors.

3.3.6. Selection Grade Clerk (2):

- i. To take out daily report of Ship position.
- ii. To update respective Registers about details of arrival of ships.
- iii. To forward daily detention details of waiting vessels to P&MS/EDP
- iv. To type letters and drafts and proposal.
- v. Checking the vessel nominated report of vessels.
- vi. Sending monthly statement to the Ministry.
- vii. To maintain files pertaining to Shipping section.
- viii. To prepare berthing sheet after berthing meeting
- ix. To send monthly report reg. Stastics on Container Traffic to IPA
- x. To send monthly report to MoS reg. Container Pendency and any other work assigned by the Superiors.

3.3.7. Stenographer (1)

- i. Shorthand dictation/typing given by Sr.Dy.TM, Dy.TM, SAS and TM.
- ii. Hindi typing.
- iii. Looking after the duties of P.A. in her absence/ assisting as and when required.
- iv. Sending of faxes.
- v. Taking minutes if the meeting
- vi. Any other work given by the officers as well as the establishment section.

3.3.8. Stenographer (2)

- i. Dictation and typing work given by Sr.Dy. TM, Dy.TM, SAS.
- ii. Assisting in work in the absence of Steno(1).
- iii. Sending faxes.
- iv. Hindi typing.
- v. Taking minutes of the meeting
- vi. Any other work given by the officers as well as the establishment section.

3.3.9. Sr. Clerk (1)

- i. To look after the procedure regarding various licences namely Ship Agency Registration, Stevedoring Licence, Cargo Handling Licence, Ship Repairing Licence, Ship Chandling Licence, Chipping and Painting Licence and Miscellaneous Trade License
- ii. Putting up proposals for the above mentioned Licences.
- iii. Correspondence with all Licenses parties.
- iv. Preparing Payment Advices for issue of Licences.

- v. Sending Updated List of Licences to various sections and to Dy.Manager (IT Cell) for updation of MPT Website after all Licences have been renewed.
- vi. Maintaining the various registers and files pertaining to all the above mentioned Licences.
- vii. Hindi Typing and any other work assigned by superiors.

3.3.10. Sr. Clerk (2):

- i. Filling of pay bill formats, drawing of the overtime/Night Weight age, verifying statement of PLB/PLR and forwarding to IT cell.
- ii. Preparing statement of superior staff and forwarding to General Administration Department.
- iii. Preparing Travelling Allowance bill of Head of Department and sending to Finance Dept.
- iv. Processing proposals of conveyance advance/House Building Advance and sending to Finance Dept.
- v. Processing of applications requesting permission for acquiring/disposing of moveable/immoveable property.
- vi. Preparation of Annual Property Returns of Officers and sending to Vigilance Dept.
- vii. Processing the personals files for Pre auditing/final settlement at the time of retirement, replying to the audit queries, other benefits entitled to retiring employees etc. section of Finance Department.
- viii. Processing nominations forms for G.P.F, DCRG, Family pension etc. and sending to Finance Dept. for verification.
- ix. Compiling Statement of GSLI and forwarding to Final Settlement Section of Finance Department.
- x. Actions of promotion/transfer/retirement/death/ to be sent monthly to Dy. Director(EDP) for SAP purpose.
- xi. Typing work (English & Hindi) and any other work assigned by the Superiors.

3.3.11. Sr. Clerk (3):

- i. Preparing Increment statement/festival advance statement, electricity bills forwarding to Finance department.
- ii. Preparing monthly Vigilance report and forwarding to Vigilance Department
- iii. Preparing monthly statement of strength of staff category wise and forwarding to GAD
- iv. Posting of Casual leave and RH on Leave Register and also in SAP.
- v. Issuing promotion / relieving orders of staff (Common categories).
- vi. Preparing issue of payslips to be sent to Finance Dept.
- vii. Forwarding all types of Circulars/Office orders/ quarter applications to all sections, No Dues Certificate to ATM(S) Section, seeking Vigilance clearance.
- viii. Issuing of BCS.
- ix. Forwarding monthly accidental Report to CME Dept.
- x. Checking of applications for availing of school/college bus transport and then forwarding to Secretary of school/college passes.
- xi. Writing every month names of Officers and office staff on muster roll for their signature.
- xii. Forwarding nomination for trainings to Director (Planning & Management Section)/all sections.
- xiii. Preparing Hindi Quarterly Report.
- xiv. Typing work (English & Hindi) and any other works assigned by the Superiors.

3.3.12. Sr. Clerk (4):

- i. Leave posting EL/HPL/COM on employee's Service Book and also in SAP.

- ii. Processing of GPF advance/withdrawal request, leave encashment to Finance Department
- iii. Issue of Salary certificates, Ex-employee's service certificates for standing security
- iv. Putting up proposals for
 - a) Sports correspondence employees asking permission for participating in Sports events, request from National Sport authorities to release nominated employees to conduct coaching classes
 - b) Employees requesting NOC/renewal of passport and permission to leave the country to visit abroad, for sending to GAD
 - c) Medical T.A. bills, medical bills, preparing medical cards, checking declaration of family members forms for sending to Medical Department
 - d) For granting Disability leave to employees injured while on duty, Special casual leave for Family Planning, Paternity Leave, One time Increment for encouraging small family norms.
- v. Processing cases of Stepping up of pay/Advancement of Increment when represented by the staff of this Department.
- vi. Sending the newly appointed direct recruits for Medical check-up.
- vii. Settlement of advances granted to operational staff for attending training.
- viii. Processing TA bills of employees sent for training, tuition fee forms, advance settlement of LTC/HTC to finance department.
- ix. Forwarding of scholarship forms to Welfare Section/GAD after verification.
- x. Audit queries reply.
- xi. Filling up the relevant columns in CR's of Officers and employees.
- xii. Typing work (English & Hindi) and any other work assigned by the Superiors.

3.3.13. Sr. Clerk (5) :

Dispatch of correspondence, maintenance of outward registers both departmental and non-departmental, maintenance of master file and postage letters, entry in Imprest register, everyday tapal send to Vasco/Harbour/Building. In absence of Clerk (1) doing Inward work.

3.3.14. Clerk (Despatch):

Receipt of registration of inward correspondence, maintenance of inward master register, sectional inward diaries. In absence of Clerk doing Outward Work.

3.3.15. Record Attender:

- i. Filing of all office copies/personal file copies in the concerned file.
- ii. Maintenance of old file, records and numbering the files.
- iii. To look after any work assigned to him from time to time by Superiors.
- iv. In charge of securing and the movement of the Service Books/Personal files of employees of Traffic Dept.

3.3.16. Stationery Attender cum Duplicator Operator (S.A.D.O.):

- i. Operating Duplicating machine and taking out copies of daily vessel position and making set and distributing to Port Users.
- ii. Attending the superiors in the absence of Attenders/Peon.
- iii. Delivering the tapal in the absence of peon.
- iv. To assist Accountant in collecting of the materials i.e. Uniforms, Shoes, Monsoon wear etc.

3.3.17. Attender:

To attend HOD and also take Xerox Copies.

3.3.18. Peon:

Opening and closing of this office and taking tapal to A.O. building/ harbour/Vasco/MM/and Port Users. In absence of Attender/S.A.D.O. to take Xerox Copies and Stencil and attend to all Office Work and Other officers/Staff.

3. 4. Licences Issued by the Traffic Department

3.4.1. Types of Licences:

3.4.1.2. Ship Agency Registration for Ships/Containers:

Port Issues Ship Agency Registration for Ships/Containers as per Circular No.TM/292/98/617 dated 19.08.1998 for a period of two years. Ship Agency Registration is classified into two categories viz. a) Ship Agency Registration (For Vessel Handling) and b) Ship Agency Registration (For Container Handling).

The procedure for issuing the Ship Agency Registration is detailed below:

(a) For fresh registration:

Applicant for Ship Agency Registration has to submit his application in the prescribed form along with other necessary documents such as Company's Profile, Registration, Letter from Principal/Copy of Agreement with Container Liner, Undertaking to handle minimum number of ships/containers and Copies of Income Tax Returns of last two years.

The documents are scrutinized and if found eligible will put up to Traffic Manager. Chairman may approve upon the recommendation of

Traffic Manager for the issue of Licence which will be issued on payment of necessary charges for a period of two years.

(b) For Renewal of Registration:

The applicant has to submit his application for renewal in the prescribed form atleast one month before the expiry of the registration/licence along with other necessary documents such as Copies of Income Tax Returns of last two years, No Dues Certificate from Central Documentation Centre (CDC)/MPT and Details of Ships/Containers Handled during the earlier registration period. The norm required is a minimum of 2 ships/30 containers to be handled during the previous period.

The firm which fulfills the criteria will be recommended and put up for the approval of Chairman. Upon approval of Chairman, the License will be renewed for another two years period on payment of necessary charges. Applications received after the expiry of the registration/licence period will not be considered.

3.4.1.3. Stevedoring Licence:

Stevedoring Licence is governed by Mormugao Port Trust (Licencing of Stevedores) Regulations, 2010 which replaced the then existing Mormugao Port Trust (Licencing of Stevedores) Regulations, 1987 after the same were published vide Ministry of Shipping's Notification dated 02.05.2011 in the Official Gazette of the Government of India on 19.05.2011. The licence is issued for a period of 3 years.

The procedure for issuing the stevedoring Licence is detailed below:

(a) For fresh registration:

The applicant has to submit his application in the prescribed form along with other necessary documents such as Company's Profile, Registration & Experience, Copies of Income tax Returns filed for

the last 3 years, Letter from the steamship company/Charterer of ships/owner of cargo, with whom the contract for handling cargo subsists on is proposed to be entered, Certificate from Banker regarding financial standing to meet the obligation to the workers & staff employed on account of wage and compensation under the Workmen's Compensation Act, undertaking stating that the applicant have in their employment such minimum staff as required, undertaking to employ at least 4 Supervisory personnel with minimum two years of cargo handling/stowage experience along with their profile, undertaking that the personnel deployed in stevedoring activities are trained in modern methods of cargo handling for improving the productivity, efficiency & safety, preferably from Indian Maritime University, undertaking to handle minimum cargo per year and undertaking to have in possession minimum gears/equipments either owned or hired.

After scrutiny of documents, the application will be forwarded to Chairman for his approval. Upon approval, the party is informed to submit No Objection Certificate from Customs. After receipt of NOC from Customs and payment of prescribed licence fees and security deposit, the licence will be issued for three years.

(b) For Renewal of Registration:

The applicant has to submit his application for renewal in the prescribed form atleast three months before the expiry of the licence along with other necessary documents which are required for fresh licence as prescribed in earlier para with the exception of Company's Profile, Experience, Letter from the steamship company/Charterer of ships/owner of cargo. Besides, the applicant has to submit other documents such as No Dues Certificate from CDC/ MPT, Dock Safety Proforma for obtaining satisfactory report

from Inspectorate of Dock Safety and details of cargo handled during the last 3 years. The applicant has to also fulfill the datum/norms for productivity and achieve minimum guaranteed throughput/prescribed performance parameters fixed for renewal of Stevedoring Licence as laid down in the meeting held with the Stevedores on 12.10.09 in Traffic Manager's Conference Room.

After scrutiny of documents and receipt of No Objection Certificate from Inspectorate of Dock Safety regarding dock safety performance report of the applicant during the period of earlier registration, the application will be forwarded to Chairman for his approval. Upon approval of Chairman, the License will be renewed for another three years period on payment of necessary charges. Applications received after the expiry of the licence period will not be considered.

3.4.1.4. Cargo Handling Licence:

Port issues licence to Cargo Handlers as per provision in Mormugao Port Regulations clause No.60(A) for a period of one year.

The procedure for issuing the above said licence is detailed below:

(a) For fresh registration:

The applicant has to submit his application in the prescribed form along with other necessary documents such as Company's Profile, Registration, Experience, Copies of Income tax Returns filed for the last two years, Letter from the steamship company/Charterer of ships/owner of cargo with whom the contract for handling cargo subsists on is proposed to be entered, Certificate from Bankers towards financial liability and Yearwise cargo & tonnage handled in the previous 3 years.

After scrutiny of documents, the application will be forwarded to Chairman for his approval. Upon approval, the party is informed to submit other necessary documents such as No Objection Certificate from Customs, Indemnity Bond on ` 20/- stamp paper for ` 25000/- duly attested by Notary Public in favour of the Board of Trustees of the Port of Mormugao and List of Gears along with Certificates. After receipt of the remaining documents and payment of prescribed licence fees and security deposit, the licence will be issued for one year.

(b) For Renewal of Registration:

The applicant has to submit his application for renewal in the prescribed form atleast one month before the expiry of the licence along with other necessary documents which are required for fresh licence as prescribed in earlier para with the exception of Company's Profile, Experience, Letter from the steamship company/Charterer of ships/owner of cargo. Besides, the applicant has to submit other documents such as No Dues Certificate from CDC/ MPT and Dock Safety Proforma for obtaining satisfactory report from Inspectorate of Dock Safety.

After scrutiny of documents and receipt of No Objection Certificate from Inspectorate of Dock Safety regarding dock safety performance report of the applicant during the period of earlier registration, the application will be forwarded to Chairman for his approval. Upon approval of Chairman, the License will be renewed for another one year period on payment of necessary charges. Applications received after the expiry of the licence period will not be considered.

3.4.1.5. Miscellaneous Trade Licences:

Port issues Licences for carrying out the activities like Ship Repairing, Ship Chandling, Chipping & Painting, Survey Work and Sampling & Analysis as per provision in Mormugao Port Regulations clause No.60(A) for a period of one year.

The procedure for issuing the various Miscellaneous Trade Licences is detailed below:

(i) Ship Repairing Licence:

(a) For fresh licence:

Applicant for Ship Repairing Licence has to submit his application in the prescribed form along with other necessary documents such as Company's Profile, Registration, Experience, Steamer Agent's Letter, Certificate Of Ownership Of Workshop, List of Fire Fighting Equipments, List of Equipments for carrying out Ship Repairing Work and Copies of Income Tax Returns of last two years.

The documents are scrutinized and if found eligible will put up to Traffic Manager for approval. Upon approval, the party is informed to submit further necessary documents such as No Objection Certificate from Customs, Indemnity Bond on ` 20/- stamp paper for ` 25000/- duly attested by Notary Public in favour of the Board of Trustees of the Port of Mormugao, Names of all the Staff, Insurance Policy for all staff and Lloyds/IRS certified Welder's Certificate for atleast two Welders. After receipt of the remaining documents and payment of prescribed licence fees and security deposit, the licence will be issued for one year.

(b) For Renewal of Licence:

The applicant has to submit his application for renewal in the prescribed form atleast one month before the expiry of the licence

along with other necessary documents which are required for fresh licence as prescribed in earlier para with the exception of Company's Profile and Experience. Besides, the applicant has to submit documentary evidence towards works carried out during the licence period i.e. Minimum of 16 Works or the periodicity of the repair or maintenance works as laid down in the meeting held with the trade on 11.03.2008.

The procedure for renewal of the licence is the same as that followed for issuance of fresh licence with the exception that the applicant for renewal does not have to pay the security deposit. However, the applicant will have to pay the prescribed late fees in case of delay in applying for renewal of the licence. Applications received after the expiry of the licence period will not be considered.

(ii) Ship Chandling Licence:

(a) For fresh licence:

Applicant for Ship Chandling Licence has to submit his application in the prescribed form along with other necessary documents such as Company's Profile, Registration, Experience, Steamer Agent's Letter, Copies of Income Tax Returns of last two years and Copy of Sales Tax/Service Tax/VAT Registration.

The documents are scrutinized and if found eligible will put up to Traffic Manager for approval. Upon approval, the party is informed to submit further necessary documents such as No Objection Certificate from Customs and Indemnity Bond on ` 20/- stamp paper for ` 25000/- duly attested by Notary Public in favour of the Board of Trustees of the Port of Mormugao. After receipt of the remaining documents and payment of prescribed licence fees and security deposit, the licence will be issued for one year.

After the licence has been issued, the licensee has to obtain a licence from Port Health Organisation.

(b) For Renewal of Licence:

The applicant has to submit his application for renewal in the prescribed form atleast one month before the expiry of his licence along with other necessary documents which are required for fresh licence as prescribed in earlier para with the exception of Company's Profile and Experience. Besides, the applicant has to submit documentary evidence towards works carried out during the licence period i.e. Minimum of 16 Works as laid down in the meeting held with the trade on 11.03.2008 and Copy of Licence obtained from Port Health Organisation.

The procedure for renewal of the licence is the same as that followed for issuance of fresh licence with the exception that the applicant for renewal does not have to pay the security deposit. However, the applicant will have to pay the prescribed late fees in case of delay in applying for renewal of the licence. Applications received after the expiry of the licence period will not be considered.

(iii) Chipping & Painting Licence:

(a) For fresh licence:

Applicant for Chipping & Painting Licence has to submit his application in the prescribed form along with other necessary documents such as Company's Profile, Registration, Experience, Steamer Agent's Letter and Copies of Income Tax Returns of last two years.

The documents are scrutinized and if found eligible will put up to Traffic Manager for approval. Upon approval, the party is informed to submit further necessary documents such as No Objection Certificate

from Customs and Indemnity Bond on ` 20/- stamp paper for ` 25000/- duly attested by Notary Public in favour of the Board of Trustees of the Port of Mormugao. After receipt of the remaining documents and payment of prescribed licence fees and security deposit, the licence will be issued for one year.

(b) For Renewal of Licence:

The applicant has to submit his application for renewal in the prescribed form atleast one month before the expiry of his licence along with other necessary documents which are required for fresh licence as prescribed in earlier para with the exception of Company's Profile and Experience. Besides, the applicant has to submit documentary evidence towards works carried out during the licence period i.e. Minimum of 16 Works or the periodicity of the works as laid down in the meeting held with the trade on 11.03.2008.

The procedure for renewal of the licence is the same as that followed for issuance of fresh licence with the exception that the applicant for renewal does not have to pay the security deposit. However, the applicant will have to pay the prescribed late fees in case of delay in applying for renewal of the licence. Applications received after the expiry of the licence period will not be considered.

(iv) Survey Work Licence:

(a) For fresh licence:

Applicant for Survey Work Licence has to submit his application in the prescribed form along with other necessary documents such as Company's Profile, Registration, Experience, Steamer Agent's Letter, Copies of Income Tax Returns of last two years and Copy of Insurance Regulatory & Development Authority of India (IRDA) Licence / Master Mariner's Certificate.

The documents are scrutinized and if found eligible will put up to Traffic Manager for approval. Upon approval, the party is informed to submit No Objection Certificate from Customs. After receipt of the remaining documents and payment of prescribed licence fees and security deposit, the licence will be issued for one year.

(b) For Renewal of Licence:

The applicant has to submit his application for renewal in the prescribed form atleast one month before the expiry of his licence along with other necessary documents which are required for fresh licence as prescribed in earlier para with the exception of Company's Profile and Experience. Besides, the applicant has to submit documentary evidence towards works carried out during the licence period i.e. Minimum of 24 Works as laid down in the meeting held with the trade on 11.03.2008.

The procedure for renewal of the licence is the same as that followed for issuance of fresh licence with the exception that the applicant for renewal does not have to pay the security deposit. However, the applicant will have to pay the prescribed late fees in case of delay in applying for renewal of the licence. Applications received after the expiry of the licence period will not be considered.

(v) Sampling & Analysis Licence:

(a) For fresh licence:

Applicant for Sampling & Analysis Licence has to submit his application in the prescribed form along with other necessary documents such as Company's Profile, Registration, Experience, Steamer Agent's Letter, Copies of Income Tax Returns of last two years and Copy of recognition by Export Inspection Council of India/Certificate from Reputed International Testing, Sampling & Analysis Agency.

The documents are scrutinized and if found eligible will put up to Traffic Manager for approval. Upon approval, the party is informed to submit No Objection Certificate from Customs. After receipt of the remaining documents and payment of prescribed licence fees and security deposit, the licence will be issued for one year.

(b) For Renewal of Licence:

The applicant has to submit his application for renewal in the prescribed form atleast one month before the expiry of his licence along with other necessary documents which are required for fresh licence as prescribed in earlier para with the exception of Company's Profile and Experience. Besides, the applicant has to submit documentary evidence towards works carried out during the licence period i.e. Minimum of 24 Works as laid down in the meeting held with the trade on 11.03.2008.

The procedure for renewal of the licence is the same as that followed for issuance of fresh licence with the exception that the applicant for renewal does not have to pay the security deposit. However, the applicant will have to pay the prescribed late fees in case of delay in applying for renewal of the licence. Applications received after the expiry of the licence period will not be considered.

3.4.2. Licence/Registration Fees

Sr. No.	Type of Licence	Licence Fees (in `)	Security Deposit (in `)	Late Fees (in `)	Charges for issuing Duplicate Licence in case of loss(in `)	Period of Licence /Registration
1.	Ship Agency Registration	5000/-	10000/-	100/-	100/-	2 Years
2.	Stevedoring Licence	50000/-	500000/-	1000/-	2000/-	3 Years
3.	Cargo Handling Licence	700/-	1200/-	25/-	25/-	1 Year
4.	Ship Repairing Licence	575/-	1000/-	25/-	25/-	1 Year
5.	Ship Chandling Licence	575/-	250/-	25/-	25/-	1 Year
6.	Chipping & Painting Licence	288/-	500/-	25/-	25/-	1 Year
7.	Survey Work Licence	29/-	50/-	5/-	5/-	1 Year
8.	Sampling & Analysis Licence	29/-	50/-	5/-	5/-	1 Year

CHAPTER IV

PLANNING & MANAGEMENT SERVICES DIVISION

4.1. Statistical Section

4.1.1. Management Information System (MIS) Reports

The Statistical Section collects the basic information right from the nomination of the vessel for cargo operation (loading/unloading) till the sailing of the vessel from the Port. The information is collected from Shipping Section and Marine Department.

4.1.2. Vessels Waiting/Working

The daily information of vessels arrived; waiting; working and sailing is generated and made available by Information Technology (IT) Cell. The information is incorporated in Performance Review by Ministry, weekly congestion report, Vessel's working/waiting report, Proforma 100, Proforma 10, etc.

4.1.3. Traffic

The details of the day-to-day commodity-wise traffic handled (loaded/unloaded as the case may be) by each ship along with vessel name, vessel number, volume, position of handling, shipper of the vessel is taken through excel tally sheet maintained by Shipping Section. The report is generated and used for preparing daily/monthly/yearly traffic. The hard copy of the report is maintained in file and soft copy is saved on computer.

The daily commodity-wise traffic is compiled as per period required/requested by Traffic Manager / Dy. Chairman / Chairman / Ministry / Indian Ports Association (IPA) / etc. and made available as and when required. This information is also incorporated in various formats and statements and forwarded to Ministry, IPA, other agencies, etc. The daily commodity-wise traffic is further compiled according to Shipper, position, destination, origin, Flag, Foreign/Coastal, in order to incorporate the same with information required to be sent to Ministry, IPA, Director General of Shipping, and other Agencies.

4.1.4. Analysis of Vessels

The vessel-wise details along with date and time of its movements, shifting, berthing, unberthing and sailing is collected from Shipping Section/Marine Department through IT Cell in the form of Turn Round (TR) Report. TR of each vessel is further analysed in respect of Pre-berthing time, Pre-commencement time, Service time, Non-working time, Idle time, total working time, Post-completion time, total time at berth and total time in port.

4.1.5. Destination/Origin & Free on Board (FOB) Value

The details of destination, type, grade, volume, FOB value data, etc. in case of export cargo and origin, type, volume, etc. in case of import cargo of each vessel handled at the port is collected from Shipping Bill and Bill of Lading respectively, from Shipping Section. The details of the same are maintained in register as hard copy and soft copy of the same and soft copy is saved on computer.

4.1.6. Dissemination of Regular Returns to MoS, IPA, D.G.Shipping, Other Ministry & Other Agencies & its Frequency

- Performance Review by Ministry : weekly
- Congestion Report : weekly
- Vessel's working/waiting report : weekly
- Proforma 100 : weekly & monthly
- Proforma 10 : monthly
- Cabinet Information : monthly
- Commodity-wise traffic : monthly
- Overseas Traffic : monthly
- Cargo Statistics : monthly
- Inland Waterways Traffic : monthly
- Details of import of finished fertilizers : monthly
- Productivity & equipment utilization : monthly
- Port Performance Efficiency Parameters : monthly
- Result Framework Document (RFD) : quarterly/half yearly/yearly
- Budget Estimates & Revised Estimates of traffic : yearly
- Performance Budget : yearly
- IPA Profile : yearly
- Basic Port Statistics : yearly
- Statistical handbook of Goa : yearly
- Indian Mineral Yearbook : yearly
- Updating Port Capacity : yearly

4.1.7. Co-ordination & Compilation of Reports

- Agenda Item A-1 of Board meeting : monthly
- Monthly Performance Report (MPR) : monthly
- Dwell time : monthly
- Annual Administration Report of Port : yearly
- Annual Report of the Ministry : yearly
- Memorandum of Understanding to be Signed between the Mormugao Port & Ministry of Shipping : yearly
- Parliament Questions received : as & when
- Reply to Ministry's letter required : as & when

4.2. Central Welfare Library

The central/welfare library is maintained as a part of welfare measure to the port employees and information assistance to management . It involves procurement of new books and current literature of interest to the port and employees. The list of new books as and when arrived is circulated among all the departments.

The library subscribes to 16 daily newspapers (local & national). The copy of the news item concerned to Ports & Shipping appearing in these newspapers is put up to Dy. Chairman and Chairman through Head of the Division

The Charging and discharging of books to the employees is done during recess hours. The daily newspapers are also made available to the employees for reading during this period.

No Dues Certificate to the employees of the port who are retiring from their services on superannuation/ resignation/ death/ dismissal/etc. is issued by Library.

4.3. Central Record Room

A Central Record Room (CRR) is responsible for maintenance of all records of this organization on systematic basis. The record received from the department is indexed and stored in the place earmarked for the department. The periodical review of weeding of records is also done. For retrieving of any of the stored records, the concerned department requests the same as per prescribed format. The record is destroyed on request of the concerned department with help of khalasees from their department.

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CHAPTER V

ACCESS CONTROL SYSTEM

5.1. Procedure for Temporary/Permanent Harbour Entry Permits to the Individuals/Vehicles

The port has to enhance Maritime Security in the area and also to comply with the requirement of International Ship & Port Facility Security Code (ISPS code). The following system shall be adopted for all Port Users and vehicles for entry in Mormugao port and various other installations in the Port. The Harbour entry permits (HEPs) will be issued to the port users as per the procedure detailed below. :

5.1.1. Grouping of Port Users.

Generally, the Port Users means those who have regular work inside the Port and will have to enter into the Port area in course of their duty. The direct port users are those performing the core activities of the cargo handling viz., loading/unloading and receipt/delivery of the cargo. The other service providers i.e. indirect port users are supporting the aforesaid main activities. In other words the indirect port user means that they have to be engaged by any one of the direct port users by which only they may have to enter into the port. For instance, a Ship Chandler who is in possession of a licence, unless recommended by the Steamer Agents or the Master of the vessel for specific supply or any valid order on the firm, then only there will be genuine necessity for them to enter into the port.

Based on the above, the grouping of the Port User is brought out below :

5.1.1.1. Direct Port Users :

- i. Exporters / Importers
- ii. Ship Agents
- iii. Customs House Agents
- iv. Stevedores / Cargo Handling Agents
- v. Main Line Operator Agents
- vi. Barge Owners
- vii. Launch Owners
- viii. Shopkeepers / Port Canteen Operators inside the Port
- ix. Land Lease Holders
- x. Private Terminal Operators
- xi. Officials of Govt. organization / Depts. (Custom, Port Health, Immigration, MMD)
- xii. Others as may be decided by the Traffic Manager.

5.1.1.2. Indirect Port Users :

- i. Ship Chandlers
- ii. Chipping & Painting Contractors
- iii. Transport Operators
- iv. Port / Private Terminal Contractors
- v. Ship Repairers
- vi. Surveyors
- vii. Other Miscellaneous Licence Holders
- viii. Tourist Taxi Operators Association.

5.1.2. General Procedure for registration of Firms with HEP Section.

The Port users are required to be registered with HEP Section of the Port. On scrutiny of their application with relevant documents, Port Users shall be allotted with code No. which is required to be specified on their application for obtaining Harbour Entry Permits.

The list of the documents generally required to be furnished for registration of the Port Users / firms with Harbour entry permit section of the Traffic Dept. are given below:

- i. Copy of licence or equivalent certificates.
 - ii. Authorised signatories of the firms
- } Compulsory
-
- iii. Employees list of the firm, who require Permanent (Annual) and Temporary (Monthly) HEP. Subsequently, the necessary proof of permanent roll like PF No., ESI No., etc; and antecedent verification certificate issued by police department to be produced along with application.
- } Optional

5.1.3. Category of Harbour Entry Permits for Individuals.

a. Temporary Daily Harbour Entry Permit :

- i. Port Users/Contractor
- ii. Barge crew
- iii. Visitors

b. Temporary Monthly Harbour Entry Permit :

- i. Port Users/Contractor
 - ii. Other officials from Govt. Org./Dept.
- c. Permanent Harbour Entry Permit (Annual):
- i. Port Users/Contractor
 - ii. Other officials from Govt. Org./Dept.

5.1.4. Category of Harbour Entry Permits for Vehicles.

- i. Temporary Vehicle Entry Permit
- ii. Monthly Vehicle Entry Permit
- iii. Permanent Vehicle Entry Permit
- iv. Intercarting Entry Permit

5.1.5. Temporary Harbour Entry Permit (TEP)

1. Port Users

- 1.1 The employees of Port Users/Contractor having work of temporary nature with the Port, will be issued Temporary Entry Permit by Traffic Manager and the access in Port will be indicated in the Entry Permit. These permits will be issued at a cost of Rs.10/- (Rupees Ten only) on receipt of prescribed application form duly filled in with signature and seal of employer with proof of work and proof of antecedent from police department and production of valid ID or undertaking letter with regard to identity and antecedent verification by the employer..
- 1.2 The validity of the temporary entry permit shall be issued on daily basis. However considering the nature and volume of the work HEP shall be issued for a maximum period of 7 days.
- 1.3 The holder of the Entry Permit shall display the card on the Chest while in the port premises.

- 1.4 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
- 1.5 The holder of the Entry permit shall not be permitted access to any other place than the one mentioned on the permit. If found moving in the area where he is not authorized to have access, his entry permit will be seized by CISF and he shall be liable for prosecution.
- 1.6 On expiry, Harbour Entry Permit shall be surrendered at gate No. 1 & 9 while leaving the port area, failing which the cost of the card will be recovered from the employer.
- 1.7 The port user/contractor will be liable to compensate the Port for any misuse of the entry permit viz. damage/loss of port property.
- 1.8 HEP shall be issued to the representative of foreign agents through their local agents who make a request enclosing with a copy of passport and immigration clearance.
- 1.9 It is obligatory that HEP holder should also carry his valid government ID in case the antecedent verification is pending with the police department.

2. BARGE / LAUNCH CREWS :

HEP shall be issued to the barge/launch crew with a validity period of daily/15 days/30 days. Other procedure will be same as for other port users as explained in the earlier para.

3. VISITOR PERMIT

- 3.1 The entry permits for visitors shall be issued at HEP section free of cost for one day on specific recommendation of the concerned HOD after

checking valid government ID and in case of foreigners a copy of passport is required to produce at the gates to CISF.

- 3.2 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
- 3.3 The visitor HEP is to be surrendered at HEP section/Human Resource Development (HRD) centre by the officials of the concerned department

5.1.6. Monthly Harbour Entry Permit

1. Port Users.

- 1.1 The employees of Port Users/Contractor having work of temporary nature with the Port, will be issued Monthly Harbour Entry Permit by Traffic Manager and the access in Port area will be indicated in the Entry Permit.
- 1.2 The entry permit shall be issued at a cost of Rs. 250/- (Rupees Two hundred fifty only) on receipt of prescribed application form duly filled in with the authorized signatory and seal of the employer alongwith proof of employment, antecedent verification certificate issued by the police department and payment receipt.
- 1.3 The validity period of the entry permits shall be for one month.
- 1.4 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
- 1.5 The holder of the permit shall display the permit on his chest while in the Port premises
- 1.6 The entry to the holder shall not be permitted access to any other place than it is mentioned on the permit issued. If found moving in the area

where he is not authorized to have access, his entry permit will be seized by CISF and he shall be liable for prosecution.

- 1.7 Employer shall collect HEP from their employees and return the same to the issuing authority when it is not required by them failing which the fine of Rs. 100/- (Rupees One Hundred only) will be payable besides the cost of the card.
- 1.8 In the event of holder losing the entry permit, a fresh permit will be issued against payment of fine of Rs.100/- (Rupees One Hundred Only) besides normal charges. The loss of entry permit should be reported to the concerned Police Station and copy of the police report should be produced for issue of duplicate permit.
- 1.9 The HEP shall be renewed one week in advance before the expiry of the validity.

5.1.7. Permanent Harbour Entry Permit

1. Port Users

- 1.1 Port Users and their employees having work of permanent nature and based on the volume of work with Port shall be issued harbour entry permit with photo at a cost of Rs.1000/- (Rupees One thousand only) by the Traffic Manager, the issuing authority and the access in the Port area will be indicated on the entry permit, if required.
- 1.2 The entry permit shall be issued on receipt of prescribed application form duly filled in with the authorized signatory and seal of the employer alongwith proof of permanent roll, antecedent verification certificate issued by the police department and payment receipt.
- 1.3 The validity period of permanent entry permits shall be for one year.

- 1.4 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
- 1.5 The holder of the permit shall display the permit on his chest while in the Port premises
- 1.6 The entry to the holder shall not be permitted access to any other place than it is mentioned on the permit issued. If found moving in the area where he is not authorized to have access, his entry permit will be seized by CISF and he shall be liable for prosecution.
- 1.7 Employer shall collect HEP from their employees and return the same to the issuing authority when it is not required by them failing which the fine of Rs. 100/- (Rupees One Hundred only) shall be payable besides the cost of the card.
- 1.8 In the event of holder losing the entry permit, a fresh permit will be issued against payment of fine of Rs.100/- (Rupees One Hundred Only) besides normal charges. The loss of entry permit should be reported to the concerned Police Station and copy of the police report should be produced for issue of duplicate permit.
- 1.9 The HEP shall be renewed one month in advance before the expiry of the validity. Port users are required to submit the filled in renewal application along with antecedent verification certificate issued by the police department and proof of permanent roll.

5.1.8. Government Officials

1. Government officials/agencies working inside the Port area also need to have Port Entry Permit and shall be issued computerized Entry Permits

for a validity period of one day/one month/one year on production of necessary proof.

2. The entry permit shall be issued on receipt of prescribed application form from Chief Executive of Organisation or his authorized signatory and seal of the organisation.
3. The holder of the identity card shall display the card on the Chest while in the port premises.
4. It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gate, so that it will be able to capture all the details including entry/exit timings.
5. The entry to the holder shall not be permitted access to any other place than it is mentioned on the permit issued. If found moving in the area where he is not authorized to have access, his entry permit will be seized by CISF and he shall be liable for prosecution.
6. In the event of holder losing the entry permit, a fresh permit will be issued against payment of the cost of the card. The loss of entry permit should be reported to the concerned Police Station and copy of the police report should be produced to the Issuing Authority for issue of duplicate permit.
7. The entry permit shall be returned by the Govt. dept. when the holder ceases from employment and for any other reasons when he is not required to enter the port premises, failing which further request for issue of entry permit will not be considered on payment of necessary charges.
8. Navy, Coast Guard, Customs and Police Officials are permitted access based on their ID Card issued by the respective authority.
9. Government officials of other organizations viz :- Assistant Director Safety, Public Health Officer/quarantine Meteorological department, Goa

Electricity department, etc., shall be issued Temporary / Permanent HEP free of cost based on their nature of work.

5.1.9. Port Contractor/Private Terminal Operator

- 1 Port contractor and their employees working inside the Port area also need to have Port Entry Permit and shall be issued temporary/permanent harbour based on their nature of work
- 2 Contractor shall apply in the prescribed form alongwith antecedent verification certificate issued by the police department and payment receipt/token to the controlling officer of their respective department.
3. The Controlling Officer shall scrutinize the application including antecedent verification and authorized signatory and recommend for the issue of temporary/permanent harbour entry permit.
- 4 The holder of the identity card shall display the card on the Chest while in the port premises.
- 5 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gate, so that it will be enable to capture all the details including entry/exit timings.
- 6 In the event of holder losing the entry permit, a fresh permit will be issued against payment of fine of Rs.100/- (Rupees One Hundred Only) besides normal charges. The loss of entry permit should be reported to the concerned Police Station and copy of the police report should be produced for issue of duplicate permit.
- 7 The HEP shall be renewed one month in advance for permanent HEP and one week in advance for monthly HEP before the expiry of the validity. Port users are required to submit the filled in renewal

application along with antecedent verification certificate issued by the police department.

- 8 The contractor shall be responsible to collect HEP from their employees and surrender the same when the holder ceases from employment and for any other reasons when he is not required to enter the port premises, failing which the cost of the card shall be payable by the contractor.

5.1.10. Temporary Vehicle Entry Permits

- 1 Temporary vehicle entry permits shall be issued on daily basis to Port Users against applications on a prescribed form duly filled in alongwith payment receipt and signed by the concerned Port User or his Authorised Signatory together with the seal of Port User at a cost of Rs.15/- (Rupees Fifteen only) per day for four wheeler (light commercial vehicle). However, considering the nature and volume of work, permit shall be issued for the maximum period of seven (07) days.
- 2 Use of temporary vehicle entry permit should have a valid Port entry Permit.
The entry of the vehicle at unauthorized place shall be seized by the CISF and forwarded for cancellation.
- 3 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gate, so that it will enable to capture all the details including entry/exit timings.
- 4 On expiry, Harbour Entry Permit shall be surrendered at HEP section/gate No. 1 & 9 while leaving the port area. failing which the cost of the card shall be payable by the employer.

5.1.11.Monthly Vehicle Entry Permits

The entry of vehicles inside the Port area shall be regulated by issue of permits for the month as detailed below:-

- 1 Vehicle entry permit shall be issued to Port users against application to Traffic Manager on prescribed form duly filled in alongwith payment receipt and signed by the concerned Port User or his Authorised Signatory together with the seal of Port User for a period of one month only.
- 2 The vehicle permit will be issued on a fee of Rs.350/- (Rupees three hundred Fifty only) per permit for four wheelers (light commercial vehicle).
- 3 The driver of the vehicle shall have a valid entry permit for entering the Port area.
- 4 In the event of holder losing the vehicle entry permit, a fresh permit will be issued against payment of fine Rs.100/- (Rupees one Hundred Only) besides normal charges. The loss of entry permit should be reported to the concerned Police Station and copy of the police report should be produced to the Issuing Authority for issue of duplicate permit.
- 5 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
- 6 The application for renewal of Entry Permit shall be done one week in advance before expiry of permit.
- 7 Taxis / Public Utility vehicles will not be issued monthly vehicle permits.
- 8 On expiry, Harbour Entry Permit shall be surrendered at HEP section failing which fine of Rs. 100/- (Rupees One hundred only) shall be payable by the employer besides the cost of the card.

5.1.12. Permanent Vehicle Entry Permits

The entry of vehicles inside the Port area shall be regulated by issue of Vehicle Entry Permit as detailed below: -

- 1 Vehicle Entry Permit shall be issued against application to the Traffic Manager on a prescribed form with authorized signatory, seal of the Employer of the Port Users and payment receipt.
- 2 For Port Users', vehicle permits valid for one year will be issued at cost of Rs.1300/- (Rupees one thousand three hundred only) for four wheelers (light commercial vehicle)
- 3 The driver of the vehicle shall have a valid entry permit for entering the Port area.
- 4 In the event of holder losing the entry permit, a fresh permit shall be issued against payment of fine Rs.100/- (Rupees one Hundred Only) besides normal charges. The loss of entry permit should be reported to the concerned Police Station and copy of the police report should be produced to the Issuing Authority for issue of duplicate permit.
- 5 It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
- 6 The renewal of entry permit shall be done during the previous month of expiry of the permit.
- 7 Taxis / Public Utility vehicles will not be issued yearly vehicle permits.
- 8 On expiry, Harbour Entry Permit shall be surrendered at HEP section failing which the fine of Rs. 100/- (Rupees One hundred only) shall be payable by the employer besides the cost of the card.

5.1.13. HEP FOR INTERCARTING VEHICLE.

- 1 Equipments/machines, tippers/trucks, etc., which are used by the cargo handling Agents for shifting/handling of cargo from wharf to different storage area shall be issued temporary as well as permanent harbour entry permit for seven days, fifteen days, thirty days, six months and one year based on the nature and volume of the work on payment of the charges as per prescribed rate.
- 2 Entry permit shall be issued on receipt of prescribed application form duly filled in with the authorized signatory and seal of the owner.
3. It is compulsory that Permit holder shall show HEP on the card reader installed at entry/exit gates, so as to enable to capture all the details including entry/exit timings.
4. On expiry, Harbour Entry Permit shall be surrendered at HEP section failing which a fine of Rs. 100 (Rupees hundred only) shall be payable by the owner of the vehicle besides the cost of the card.

5.2. GENERAL INSTRUCTIONS

The payment, as per fee structure for obtaining different kinds of HEP can be made at Central Documentation Cell (CDC) /Cash Section in administrative building. The token can be obtained on production of cash receipt at HEP section, HRD Centre during office hours.

5.3. FEE STRUCTURE FOR DIFFERENT KINDS OF HEP

	TYPE OF HEP	RATE PER PASS (IN Rs.)	RATE PER PASS SWPL/IMS(Not for their contractors) Rate 50 %	RATE PER PASS Adani,CES & Their contractors) Rate 25 %	Remarks
A	TEMPORARY				
	Daily Person Vehicles	@ 10/- @ 15/-	@ 10/- @ 15/-	@ 10/- @ 15/-	
	Weekly Person Vehicles	@ 70/- @ 105/-	@ 35/- @ 53/-	@ 18/- @ 27/-	
	Monthly Person Vehicles	@ 250/- @ 350/-	@ 125/- @ 175/-	@ 63/- @ 88/-	
	Commercial vehicles (per trip)	@ 33.45	@ 33.45	@ 33.45	
B	PERMANENT (ANNUAL)				
	Person	@ 1,000/-	@500/-	@250/-	
	Vehicles	@ 1,300/-	@600/-	@300/-	
C	INTERCARTING VEHICLES				
	Trucks Tippers Trailors Coaches	Daily	@ 60/-	@ 60/-	@ 60/-
		7 days	@ 350/-	@175/-	@88/-
		15 days	@ 600/-	@300/-	@150/-
		30	@ 800/-	@400/-	@200/-

		days				
		6 months	@ 1,500/-	@750/-	@375/-	
		1 year	@ 3,000/-	@1500/-	@750/-	
D	Poclain	Daily	@100/-	@100/-	@100/-	
	JCB Payloaders Other machines	7 days	@ 700/-	@350/-	@175/-	
		15 days	@900/-	@450/-	@225/-	
		30 days	@1500/-	@750/-	@375/-	
		6 months	@2500/-	@1250/-	@625/-	
		1 year	@5000/-	@2500/-	@1250/-	
E	Vistors Pass	1 year	@500/-	@500/-	@125/-	
NOTE: 1) Students of IMS will be charged Rs.250/- per student/ per year 2) No concession will be given on daily passes						

CHAPTER VI

PROFORMAE

6.1. List of Proformae

- i. Indent (Form for requisition of trunk railway wagons) (Annexure –I)
- ii. Layout of MPT Broadguage Railway Yard (Annexure – II)
- iii. Yard Position (Annexure –III)
- iv. Yard Report (Annexure –IV)
- v. Ready Memo (Annexure –V)

Annexure-I

Steve & Co

सेवा में,
To,
सहा. यातायात प्रबंधक (वाणिज्य)
ATM (C)
मुरगांव पत्तन न्यास
MORMUGAO PORT TRUST

एक बार-टीएम (जी) - 02
FR - TM (G) - 02

ट्रंक रेलवे वेगनों की मांग के लिए फार्म
FORM FOR REQUISITION OF TRUNK RAILWAY WAGONS

कृपया, एम. आर. एच. से _____ रेलवे के _____ स्टेशन तक निम्नलिखित माल एचए. वी.
के लदान के लिए दिनांक _____ को _____ पारी के दौरान
(स्वानुमति प्लॉट) में प्रकार के _____ ब्रॉड गेज वेगनों की आपूर्ति करें।
Please supply _____ nos. of _____ type of Board Gauge Wagons at _____
(Point of placement) on _____ during _____ shift for loading the under mentioned
Cargo ex m. v. _____ from MRH to _____ station
on the _____ Railway.

पैकेजों/बैगों की संख्या No. of packages/ bags.	प्रेषक का नाम व पता Name of Sender & Address	परिप्रेषी का नाम व पता Name of Consignee & Address
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मांगकर्ता/Requisitioned by :-

दिनांक/Date :-

समय/Time :-

वेगनों की आपूर्ति के लिए शर्तें :-

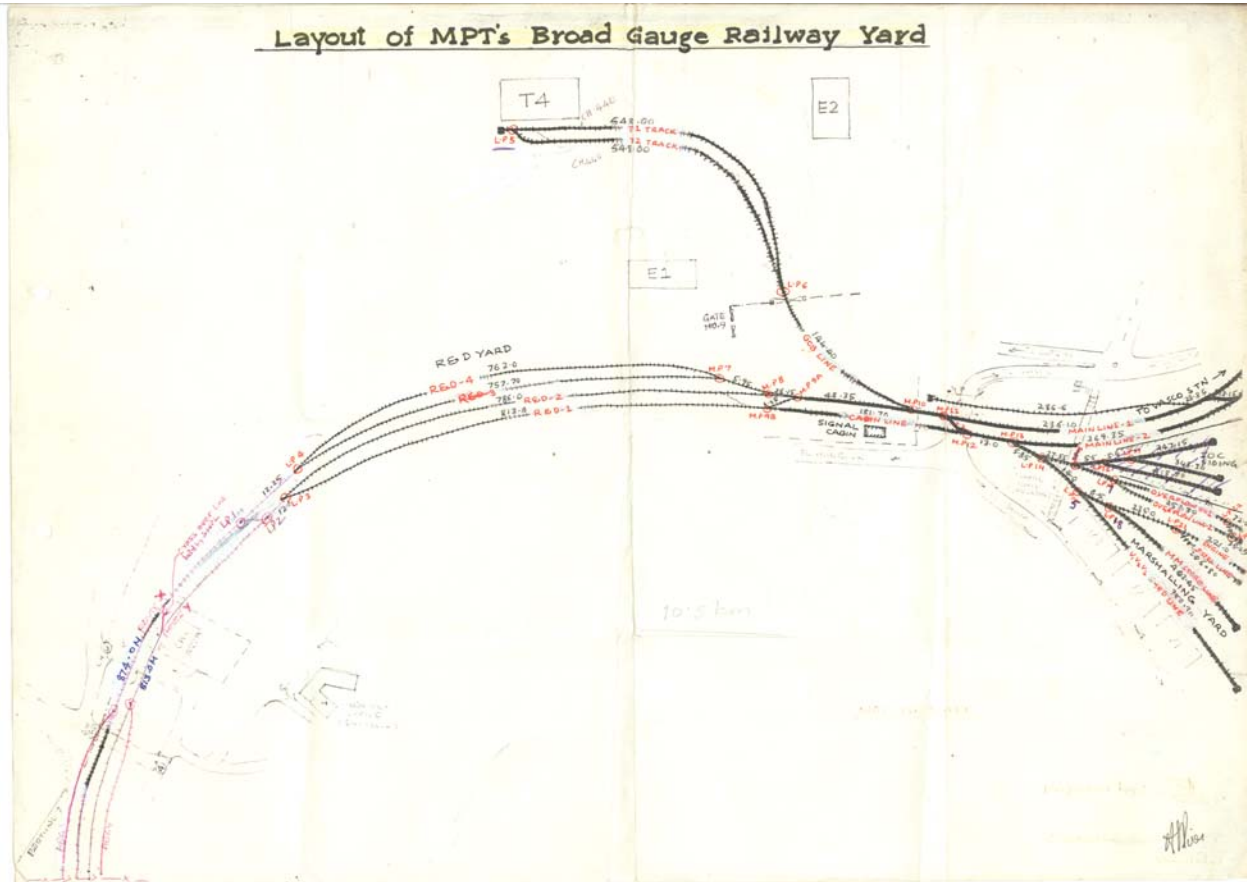
Condition for the supply of wagons

- मांग किए जाने पर आपूर्ति किए गए खाली वेगन, समय-समय पर लागू विलम्ब शुल्क नियमों के अधीन होंगे।
Empty wagons supplied against requisitions are subject to demurrage rules in force from time to time.
- किसी निश्चित तारीख को की जाने वाली खाली वेगनों की आपूर्ति के लिए मांग उसके एक दिन पहले 16.00 बजे तक प्रस्तुत करनी होगी।
Requisition for supply of empty wagons on particular date must be submitted before 16.00 hrs. on the previous day.
- मांग रद्द करने के लिए 24 घंटे पहले नोटिस देनी होगी।
24.00 hrs. Advance notice should be given for cancellation on indent.
- मांग के अनुसार जब वेगनों की आपूर्ति की जाती है परन्तु उनका उपयोग नहीं किया जाता है, तब उस पार्टी से, वेगनों के जाने के समय से लेकर प्रेषण तक या दूसरी पार्टी को आपूर्ति किए जाने तक, विलम्ब शुल्क प्रभारित किया जाएगा।
When the wagons are supplied as per indent but not utilised the party will be charges demurrage from the time of arrival of the wagon till their despatch or supply to another party.
- बताए गए प्रत्येक वेगन के लिए रु. 300/- की जमा राशि का भुगतान करना होगा। प्रत्येक के भुगतान के लिए यह राशि बुकिंग करते समय देय भाड़ा प्रभार के प्रति समयोजित की जाएगी अथवा यदि कोई शेष हो तो वापस की जाएगी।
A deposit shall be paid for each wagon indicated as noticed by the Railway from time to time. The amount will be adjusted against the freight payable at the time of booking or refunded if it is. to pay consignment.

प्रतिलिपि :

- सहा. यातायात प्रबंधक (रेल)
Copy to : ATM (R)
- नौवहन संविदा
: Shipping Contract
- वार्क अधिकारी (सी)
: WS (C)

Layout of MPT Broad Gauge Railway Yard



Tall

मुरगांव पत्तन न्यास
Mormugao Port Trust

वाय एम -1
YM-1

प्रेषक : यार्ड अधीक्षक / वास्को
From : YARD SUPDT / VSG

दिनांक : _____

Date _____

सेवा में, सी एच सी / हूबली
To, C H C / UBL

प्रतिलिपि एस. एस. / वास्को
Copy S. S. / Vasco

सी एच सी / वास्को
C H C / Vasco

टी. एम./हारबर
TM /MRH

आज की तारीख को वाय एस 6/16 _____ बजे वी एस जी मार्शलिंग यार्ड की स्थिति

एयूस _____

Ys 6/16 _____ hours position of V S G Marshalling yard of
date AUs _____

एडीएस _____

टीयू / याता _____

ADs _____

TU / Tfc _____

टीयू / इंजी _____

टीयू / लोको _____

TU / Eng _____

TU / Loco _____

ई सी जी एस _____

ई ओ जी एस _____

E C Gs _____

E O Gs _____

सी / एस _____

C / S _____

यार्ड अधीक्षक
Yard Supdt.

मुरगांव पत्तन न्यास
MORMUGAO PORT TRUST

यातायात विभाग/रेल्वे अनुभाग
TRAFFIC DEPARTMENT - RAILWAY SECTION

एफआर-टोएम/आर/01
FR-TM/R/-01

प्रेक्षक : एटीएम/आर/वीएसजी
FROM: ATM/R/VSG

प्रति : सीएचसी/विएसजी
TO : CHC / VSG
सी.सी. : एसएस/वीएसजी
C.C.: SS/VSG
दिनांक :
Date :

यार्ड रिपोर्ट/वीएसजी मार्शलिग यार्ड
YARD REPORT / VSG MARSHALLING YARD

एडीएस :	सीडीएस _____ तथा _____
ADS :	CDS _____ AND _____
बीटीपीन-आईओसी साईडिंग :	डीयूएस _____ तथा _____
BTPN-IOC SIDING :	DUS _____ AND _____
एसआरई :	
SRE :	

X-बर्थ :
X-BERTH :

आर और डी लाईन्स
R & D LINES

एडीएस :-
ADS :-
टीयूएस :-
TUS :-
एसआरई :-
SRE :-

लाईन नं. 1
LINE NO. 1
लाईन नं. 2
LINE NO. 2
लाईन नं. 3
LINE NO. 3
लाईन नं. 4
LINE NO. 4
उतारें गए टीयूएस
TUS RELEASED

- I.
- II.
- III. (i) आज की मांग :-
Demand for Today :-
(ii) आपूर्ति :-
Supplied :-
(iii) (अ) लदान किए गए :-
(a) Loaded :-
(ब) उतारे गए :-
(b) Unloaded :-
(iv) अस्वीकृत :-
Rejected
(v) बाकी व्यथे :-
Empties on Hand :-
(vi) पंजीकृत नई मांग :-
Fresh Demand Registered :-
(vii) कल की बाकी मांग :-
Outstanding Demand for Tomorrow :-

IV. बर्थ-X पर ग्राउण्ड स्टॉक :-
Groundstock at X Berth

- 1)
- 2)
- 3)
- 4)

मुरगांव पत्तन न्यास MORMUGAO PORT TRUST

संख्या / No.:-

सहायक यातायात प्रबंधक (रेल) का
कार्यालय, मु. प. न्या. वास्को
Office of ATM (R) / VSG/MPT

दिनांक

Date :-

सेवा में, To,

रेल अधिक्षक, द. म. रे. वास्को
SS / SCR / VSG

प्रति :- रेल लिपिक, मु. प. न्या. वास्को
C.C. :- TNC/MPT/VSG

रेल लिपिक, द. म. रे. वास्को
TNC/SCR/VSG

निम्नलिखित खली / लदान भरे रेल डिब्बे (भारी बोझ जिसे केन इस्तेमाल करनी पड़े) _____
माल से लदे हुए दिनांक _____ को _____ वजे से _____ स्टेशन भेजने के
लिए तैयार है। कृपाया स्विकृत करें। रेलडिब्बे दिनांक _____ वजे _____ पर
लदान के लिए खड़े कर दिये थे।

The following wagons Unloaded / Loaded with _____ as heavy crane
consignment are ready at _____ hrs on _____ for onward despatch
To _____ please take over. The wagons were placed
at _____ hrs, on _____.

क्रमांक सं. Sr. No.	डिब्ब सं. Wagon No.	टिप्पणी Remarks	क्रमांक सं. Sr. No.	डिब्ब सं. Wagon No.	टिप्पणी Remarks
1			26		
2			27		
3			28		
4			29		
5			30		
6			31		
7			32		
8			33		
9			34		
10			35		
11			36		
12			37		
13			38		
14			39		
15			40		
16			41		
17			42		
18			43		
19			44		
20			45		
21			46		
22			47		
23			48		
24			49		
25			50		

Yash Parman
20/07/20

