

# CHAPTER-6

A STATEMENT OF  
CATEGORIES OF  
DOCUMENTS THAT  
ARE HELD BY IT OR  
UNDER ITS  
CONTROL

## VISAKHAPATNAM PORT TRUST

### INFORMATION ABOUT THE OFFICIAL DOCUMENTS.

SL. NO	NAME OF THE DOCUMENT	PROCEDURE TO OBTAIN THE DOCUMENT	HELD BY/UNDER CONTROL OF
1	Annual Administration Report	Written Request	Secretary
2	Revenue Budget	Written Request	FA&CAO
3	Capital Budget	Written Request	Director(R&P)
4	Schedule of Staff	Written Request	FA&CAO
5	Scale of Rates	Written Request	Traffic Manager
6	Delegation of Powers	Written Request	Manager(op)
7	Berthing Programme	Written Request	Traffic Manager
8	Port View	Written Request	Director(R&P)
9	Sagarika	Written Request	Secretary
10	Recruitment Rules	Written Request	Manager(op)
11	Recruitment Policy	Written Request	Manager (op)
12	Matters relating to Establishment and personnel	Written Request	Manager(op)
13	Trade union check off results	Written Request	Manager(op)
14	Recruitment Rules	Written Request	Manager(op)
15	Land policy guide lines issued by the Govt. of India	Hosted on VPT website	Manager(op)
16	Tender documents of civil works and land allotment including NIT, Revision, Amendments etc.	Hosted on VPT website	Manager(op)