

CHAPTER-9

PROCUEDURE FOLLOWED IN DECISION MAKING PROCESS

Allotment of Port Lands

Guide line / Direction, if any	Govt. Guidelines issued from time to time
Process of Execution	Tender process
Designation of the Officers involved in decision making	Chairman / VPT Board / Ministry
Contact information of above mentioned officers	Furnished in the Chapter –10
If not satisfied by the decision, where and how to appeal	Chairman/Dy.Chairman, Visakhapatnam Port Trust, Visakhapatnam

Allotment of berths

Guide line / Direction, if any	As per the instructions for priorities received from the Govt., and as per the procedure decided during the meetings with the trade from time to time
Process of Execution	Allotments will be decided during the daily berthing meetings with the trade
Designation of the Officers involved in decision making	Traffic Manager along with other Senior Officers of the Traffic Department
Contact information of above mentioned officers	Furnished in Chapter-10
If not satisfied by the decision, where and how to appeal	Chairman/Dy.Chairman, Visakhapatnam Port Trust, Visakhapatnam.

Granting fresh license / renewal for storage space

Guide line / Direction, if any	First come first serve basis depending on the arrival date of the vessel.
Process of Execution	By written application from the party
Designation of the Officers involved in decision making	Traffic manager
Contact information of above mentioned officers	Furnished in Chapter-10
If not satisfied by the decision, where and how to appeal	Chairman/Dy.Chairman, Visakhapatnam Port Trust, Visakhapatnam.

Issue of License for undertaking stevedoring operations

Guide line / Direction, if any	Provisions of the MPT Act, 1963 and the rules & regulations framed there under
Process of Execution	License is issued subject to fulfillment of the conditions laid down
Designation of the Officers involved in decision making	Traffic Manager
Contact information of above mentioned officers	As mentioned in Chapter-10
If not satisfied by the decision, where and how to appeal	Chairman/Dy.Chairman, Visakhapatnam Port Trust, Visakhapatnam.

Allotment of quarters

Process of Execution	<p>Employee has to make a representation in the prescribed proforma to the Secretary, Quarters Committee through concerned HOD. It will be registered in the seniority list. Subject to vacancy and seniority quarters will be allotted after having finalised in the quarters committee meeting.</p> <p>In respect of Officers, Officer has to make a representation in the prescribed proforma to the Chairman through concerned HOD. It will be registered in the seniority list. Subject to vacancy and seniority quarters will be allotted.</p>
Designation of the Officers involved in decision making	<p>1) Quarters committee in respect of Cl.III & IV employees in consultation with C.E.Deptt.</p> <p>2) Chairman, Dy.Chairman, C.E. and Manager (Ops.)</p>
Contact information of above mentioned officers	Visakhapatnam Port Trust, Visakhapatnam – 530 035.
If not satisfied by the decision, where and how to appeal	Chairman/Dy.Chairman, Visakhapatnam Port Trust, Visakhapatnam

Direct recruitment for Class – II , Class – III & Class - IV posts.

Guide line / Direction, if any	Board resolution no:49 by 2005 – 2006
Process of Execution	<p><u>Class III and IV posts:</u> (a) From Eligible Departmental candidates as under: 50% by the apprentices trained in VPT 50% by the eligible departmental candidates after departmental candidates from the following order of priority.</p> <ol style="list-style-type: none">1. Pool Khallasis on consolidated pay in VPT2. Master list candidates of VPT3. Meritorious sports men / women <p>(b) Vacancies not filled by (a) above shall be filled up through Advertisement in news papers, announcing on radio/TV and candidates form employment exchange.</p> <p><u>Class II posts:</u> Vacancies shall be advertised in national and local dailies and / or employment news, notifying the vacancies in the employment exchange for which employees in port service may also apply.</p>
Designation of the Officers involved in decision making	In accordance with the powers delegated under chapter - 3
Contact information of above mentioned officers	Manager (Ops.), Visakhapatnam Port Trust, Visakhapatnam – 530 035.
If not satisfied by the decision, where and how to appeal	Chairman/Dy.Chairman, Visakhapatnam Port Trust, Visakhapatnam

Allotment of Kalyanamandapam

Guide line / Direction, if any	Established procedure.
Process of Execution	1) Applications from employees / retired employees should be endorsed to Manager(op) through their respective departments. Others will have to apply directly to the Manager(op) for allotment. (i) Applications from Employees will be considered 6 months in advance from the required date of allotment. (ii) Applications from the Retired employees will be considered 3 months in advance from the required date of allotment. (iii) Applications from others will be considered 2 months in advance from the required date of allotment.
Designation of the Officers involved in decision making	Manager (Ops.)
Contact information of above mentioned officers	Manager (Ops.), Visakhapatnam Port Trust, Visakhapatnam – 530 035.
If not satisfied by the decision, where and how to appeal	Chairman/Dy.Chairman, Visakhapatnam Port Trust, Visakhapatnam