

कोलकाता पोर्ट ट्रस्ट
KOLKATA PORT TRUST
Kolkata Dock System

PORT EMPLOYEES INNOVATIVE IDEAS SCHEME.

The Port Employees Innovative Ideas Scheme has been evolved to encourage employees of Major Port Trusts to channelize their creative potential and to collect their ideas that could lead towards improvement, efficiency, productivity and profitability.

2. All permanent employees on roll, employees on deputation and persons engaged temporarily on contractual basis are eligible to contribute innovative ideas. The innovative ideas/suggestions may be submitted in any format. However, for the sake of convenience an indicative format is enclosed. All the innovative ideas may be sent by mail to innovativeideas@kolkataporttrust.gov.in or hard copy may be deposited at the Reception/Information & Facilitation Centre in the KoPT Head Office Annex building.

3. The areas for giving innovative ideas are given below:-

- i. Simplification of practices/procedures/processes.
- ii. Elimination of ineffective movements/ delays/ rework/ duplication.
- iii. Economy in stationery, office facilities, administration.
- iv. Improvement of working condition, communication, facilities, image, publicity.
- v. Reduction of wastages pertaining to cost, time energy, maintenance, environment etc.
- vi. Rationalisation of work, materials, method.
- vii. Improvement in productivity, quality, safety, environment, pollution control.
- viii. Reduction of Material Cost.
- ix. Improvement in contract management, cash management, claims etc.
- x. Enhancement in customer satisfaction.
- xi. Improving earnings.
- xii. Value addition.
- xiii. Saving in fuel and power etc.
- xiv. Rationalisation of work, materials, method etc.
- xv. Any other area, which improves Port's performance & image.

The detail of Port Employees Innovative Ideas Scheme is given hereunder.

4. For the purpose of implementation of the above Scheme, the Innovative Idea Committee comprises following:-

Dy. Chairman		Chairperson
Secretary		Member
DMD/Dy.Conservator		Member
Traffic Manager		Member
Chief Medical Officer		Member
FA&CAO		Member
Chief Mechanical Engineer		Member

The Committee will meet on the 1st working day of every month to review the ideas received during the previous month.

5. All are requested to give wide circulation of the Scheme amongst all the employees under your department/division including the persons engaged on contractual basis with the advice to send their innovative ideas to the aforesaid e-mail ID. The selected employees/persons engaged on contract will be invited in the monthly meeting to explain his/her ideas in detail.

(S. Pradhan)
Secretary

Port Employees Innovative Ideas Scheme

NAME:

The scheme shall be named as "Port Employees Innovative Ideas Scheme"

INTRODUCTION:

It is needless to emphasize that continuous efforts are necessary for survival and growth of any organization. The aim of the Innovative Ideas (Suggestion) Scheme is to encourage employees of Major Ports to channelize their creative potential and collect ideas that could lead towards efficiency improvement, safety improvement, reduction in wastage, improvement in productivity and profitability. The scheme aims to suitably acknowledge and reward the employees/ports for generating new and Innovative Ideas (suggestions).

OBJECTIVES OF INNOVATIVE IDEAS SCHEME:

- Recognition for individual ingenuity and creativeness.
- To enhance employees' sense of belongingness.
- To provide opportunity for employees to put forward constructive Innovative Ideas (suggestions) to enhance Productivity.
- To recognize innovators by suitably rewarding them through cash and/or certificate(s).
- To achieve improvement in service to the trade and reduce cost of service thereby effecting economy.
- To encourage and tap creative potential of the employees towards betterment of performance and growth of Major Ports.
- To increase business opportunities for Major Ports.
- To enhance customer satisfaction.
- To make improvement in every sphere of Ports' activities.

ELIGIBILITY CONDITION OF INNOVATIVE IDEAS (SUGGESTION) GIVEN:

- (i) All employees on the rolls of Major Port Trusts as permanent employee.
- (ii) All employees on deputation from other organizations.
- (iii) All employees appointed on contractual basis to different posts in Major Port Trusts including temporary employees.

ELIGIBLE INNOVATIVE IDEAS (SUGGESTIONS):

New ideas or any idea for improvement in existing practice shall be considered as an Innovative Idea (suggestion) provided it is implementable.

Illustrative List of Areas for giving Innovative Ideas (suggestions):

- (i) Simplification of Practices/Procedures/ Processes.
- (ii) Elimination of ineffective movements/Delays/Rework/Duplication.
- (iii) Economy in stationery, office facilities, Administration.
- (iv) Improvement of working condition, communication, facilities, image, publicity.
- (v) Reduction of wastages pertaining to cost, time, energy, maintenance, environment etc.
- (vi) Rationalisation of work, materials, method.
- (vii) Improvement in Productivity, Quality, Safety, Environment, Pollution Control.
- (viii) Reduction of Material cost.
- (ix) Improvement in Contract Management, Cash Management, Claims etc.
- (x) Enhancement in Customer satisfaction.
- (xi) Improving earnings.
- (xii) Value Addition.

- (xiii) Saving in fuel and power etc.
- (xiv) Rationalisation of work, materials, method etc.
- (xv) Any other area, which improves Port's performance & image.

ADMINISTRATION OF INNOVATIVE IDEAS (SUGGESTION) SCHEME:

To implement the Innovative Ideas Scheme following methodology is suggested:

- All employees be educated about the scheme and be urged to submit their ideas online (on a designated email id) or to submit the same in a suggestion box that shall be kept at a central point in the port premises.
- An Innovative Ideas Committee be constituted by each port to consider and evaluate all the ideas received from employees. This Committee shall have representatives from all the Departments and shall be headed by Dy. Chairman/Secretary. Suggested frame of the Committee is given below-

Dy. Chairman	Convener
Secretary	Member
FA&CAO	Member
Chief Mechanical Engineer	Member
Traffic Manager	Member
Deputy Conservator	Member
Chief Medical Officer	Member

- The Committee shall ensure fair implementation of the scheme.
- The Committee will be responsible for evaluation/recommendation of ideas received from employees.
- Wherever needed Committee may obtain views of outside experts.
- Committee shall also be responsible for overseeing implementation of accepted ideas. However, primary responsibility of implementing accepted idea will lie with concerned Departments.

HOW TO GIVE INNOVATIVE IDEAS(SUGGESTION):

- (1) Registration of Innovative Ideas(Suggestion):
- (i) The Innovative Idea (suggestion) may be submitted in any format. However, for the sake of convenience, an indicative format is enclosed at Anneure. **It is clarified that the enclosed format is only indicative and shall not be binding under any circumstances.**
 - (ii) An officer deputed for the purpose shall be responsible for registering all the ideas before the same are placed before the Innovative Ideas Committee (IIC).
 - (iii) IIC shall carefully scan through all the ideas and shall evaluate them broadly on the following parameters:
 - (a) Feasibility of implementation;
 - (b) Likely impact on operational efficiency
 - (c) Financial gains likely to accrue with the implementation of idea(s)
 - (d) Genuineness of the names indicated on the Innovative Idea (suggestion) format etc.
 - (iv) All Innovative Ideas (suggestions) received will be classified in any of the following categories:
 - (a) Accepted Innovative Ideas (suggestions) for award.
 - (b) Innovative Ideas (suggestions) not found acceptable.
 - (c) Referred to concerned Sectional In-charge for comments.
 - (iv) Accepted Innovative Ideas (suggestions) will be forwarded to Chairman by the IIC for formal adoption.

Note: To develop Innovative Ideas (suggestions), employees may seek the help, if needed, of their Supervisors/Executives/HODs.

(2) Processing /Evaluation of Innovative Ideas(Suggestions):

IIC shall finish the task of evaluation and selection of ideas to be awarded within a period of one month. In cases where an idea needs to be evaluated by an external expert, the time taken for processing should be increased.

(3) Provision of Funds for the Innovative Ideas (suggestion) scheme:

The award will be arranged by the Finance Department after obtaining approval from the Competent Authority.

(4) An accepted Innovative Idea (suggestion) will be rated as per the following criteria: -

Sl. No.	Parameter	Points (Maximum)
(a)	Originality /Innovation (Idea/Development/System/Improvement)	10
(b)	Qualitative Gains (Quality, Safety, Environment etc.)	10
(c)	Monetary Savings (Material, Energy, Man hours etc.)	60
(d)	Recurring Savings (in case recurring savings are not likely to occur, points under this head shall be given in accordance with points gained under (c) e.g. For 60 points at (c), (d) will be 20 points.)	20
	TOTAL	100

(i) Evaluation of Monetary Savings

Sl. No.	Savings (in Rs.)	Points
1.	Upto 5000	1
2.	5001 to 10,000	2
3.	10,001 to 15,000	3
4.	15,001 to 25,000	5
5.	25,001 to 35,000	7
6.	35,001 to 50,000	9
7.	50,001 to 1,00,000	15
8.	1,00,001 to 1,50,000	20
9.	1,50,001 to 2,50,000	25
10.	2,50,001 to 3,50,000	30
11.	3,50,001 to 5,00,000	35
12.	5,00,001 to 10,00,000	40
13.	10,00,001 to 15,00,000	50
14.	15,00,001 and above	60

(ii) Awards

After implementation of the accepted Innovative Ideas (suggestions), the innovators will receive necessary award.

Generator of Idea

Depending on monetary savings/enhanced income for the port, generator of idea will receive cash reward as follows:

10% of total monetary savings (including amount equivalent to savings for the first year in case of recurring savings)

Eg. One time savings - Rs 100,000/-
 Recurring savings - Rs. 20,000/- per annum
 Reward amount - 10% of Rs100,000 +Rs 20,000 = Rs. 12,000/-

Implementing Agency (Department)

The Department responsible for implementing the accepted idea shall be eligible for 5% of total savings/gains as described above.

- (iii) Where the Innovative Idea (suggestion) results in savings of Foreign Exchange, the additional award amount of 50% of the amount calculated as per 4 (ii) will be payable.
- (iv) In case of Intangible gains, where no monetary gain is achieved, the amount of Award will be restricted to Rs. 10,000/- only.
- (v) The awards secured by the innovator will also be intimated by IIC to the Human Resources Division for inclusion in individual's personal file.

CIRCULATION OF IDEAS BY IPA

All ideas found worth implementing will be shared with all Major Port Trusts. The ports from where the winning ideas originate will share all such ideas with IPA who will appoint a coordinator for the purpose. The coordinator so appointed by IPA will be responsible for circulating the winning ideas with all Major Ports.

Ports other than the originating port will evaluate feasibility of implementing such ideas in their respective ports.

In case an idea is implemented by another port, which results in monetary savings/gains, originator of the idea shall be eligible for additional cash award on the same lines as described above.

Besides, the Department responsible of implementing the idea in the implementing port will also be eligible for a suitable reward on the same lines as the Department in the originating port.

GENERAL:

- (i) For Innovative Ideas(suggestions) received simultaneously covering the same Innovative Idea (suggestion) the award, if any, will be split among the Innovators.
- (ii) All the decisions of the IIC will be final and cannot be challenged.
- (iii) The Ports will draw a plan for arranging special functions to facilitate leading innovators, departments giving maximum number of Innovative Ideas(suggestions), honouring award winners.
- (iv) In case an innovative idea (suggestion) is made by a group of employees the award will be distributed equally.
- (v) Names and photographs of employees, whose Innovative Ideas(Suggestions) have been awarded will be published in in-house journals.
- (vi) Outstanding Innovative Ideas (suggestions) will be forwarded by the respective ports to Ministry of Shipping and IPA for information and review. IPA will also be responsible for circulating winning ideas as explained above.
- (vii) The employee giving the award winning innovative idea will be awarded the "Employee of the year" award.
- (viii) The Port implementing the Innovative idea will be awarded with a certification of appreciation by Ministry of Shipping/IPA.

Annexure

Indicative format for submitting innovative ideas

1. Cover page
 2. Project title & team member's name/Individual's name with unit/division/department.
 3. Contents with page numbers
 4. Citations, if any.
 5. Synopsis giving highlight of the project.
 6. Description of the problem
 7. Description of solution with Drawings, Photographs, etc., wherever applicable.
 8. Saving in time.
 9. Saving in money Tangible/ Intangible.
 10. Repeatability in other places.
 11. Benefits accrued
 12. Other letters from customers/appreciation letters
Citation – Letter of appreciation from HOD about Individual / team's work.
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