



A BRIEF ON

# TRANSPARENCY PLAN

Syama Prasad Mookerji Port Trust  
(formerly Kolkata Port Trust)



## About Syama Prasad Mookerji Port :-

Syama Prasad Mookerji Port Trust (formerly Kolkata Port Trust) has been constituted under the Major Port Trusts Act, 1963.

The Board of Trustees for the Port is constituted with representatives of Central Government, State Govt., Customs, Railways, Defence Services, Chambers of Commerce & Industries, Shipping Interests, Shippers and Importers, Labour employed in the Port and other interests.



## About Syama Prasad Mookerji Port :-

The port is headed by Chairman and 2 Deputy Chairmen – one each at KDS and HDC.

Syama Prasad Mookerji Port Trust has two Dock Systems viz. Kolkata Dock System (KDS) and Haldia Dock Complex (HDC).

The Port handles general cargo, liquid and dry bulk cargo and containers at its regular impounded docks.

Ligherage operations are carried out at Anchorages.



## About Syama Prasad Mookerji Port :-

Aim :-

Syama Prasad Mookerji Port aims to serve the country's sea-borne overseas/coastal trade, encourage IW traffic and to provide efficient and cost effective service to port-users.

Brief history, Salient features, Maps of the port, Hierarchical structure, Operational and Financial Performance, Tariff structure, Governing Rules and Regulations, Contact information **are in the website.**



## **Salient Functions :-**

Conservancy/maintenance of entire river regime within the Port jurisdiction.

Pilotage of vessels to and from Port.

Berthing and Un-berthing of vessels.

Loading and unloading of cargo into and from vessels.

Embarkation and dis-embarkation of passengers and services connected with Passenger Terminal.



## **Salient Functions :-**

Infrastructure facilities like various type of cargo handling equipment (including 200 tonnes capacity shore based Cantilever Crane, 60 tonnes capacity Floating Crane); Stacking area (both covered and open); Road and Railway network, etc.

Tippling and stacking of Coal/Ore and loading through conveyor belt.

Facility of Container Freight Station inside Port and Container Parking Yard with modern equipment.



## Salient Functions :-

Direct rail like facilities and services connected with movement of goods by railway wagons from/to Port (including supply of locomotives).

Stevedoring service.

Dry Dock facilities.

Allotment of land to the Port Users, Maintenance of Roads, bridges, Ghats, etc.

Arrangements for supply of bunker and fresh water to vessels.



# Transparency Plan :-

The slides following delineate the different components of transparency practised at Syama Prasad Mookerji Port





## **Transparency by placing all relevant information on website :-**

Port information,  
major Policies and Procedures,  
draft forecast,  
Tariff,  
Rules & Regulations,  
Citizen's Corner, Pensioner's Corner,  
all Tenders,  
all important Circulars & Notifications,  
RTI & CPGRAMS

**are available in the Port's Website**



## **Transparent System with Minimum Discretion:**

- i) Analytical Studies of port processes and systemic suggestions;
- ii) Tender related information;
- iii) Vigilance Compendium;
- iv) Citizen's Charter;
- v) Internal and External Audit;
- vi) process flowcharting and norms;
- vii) Rules , regulations, instructions, manuals and records for discharging various functions



## **Independent External Scrutiny:**

- i) Integrity Pact;
- ii) CAG Audit;
- iii) General Finance Rules;
- iv) User feedback;
- v) External Audits under various standards



## **Stakeholders Interaction:**

- i) Seminars/Meetings with Stakeholders;
- ii) Grievance redressal meetings with Associations and various Interest Groups;
- iii) Port familiarisation Workshops with Stakeholders



## **Accessibility of Management to Public:**

- (i) Interaction through Social Media (twitter/ facebook);
- (ii) Citizen's Corner;
- (iii) Pensioners' Corner;
- (iv) Grievance redressal;
- (v) special weeks /Melas to handle Pensioners' grievances.



## **Transparency Acts/ Policies:**

- i) Right to Information Act;
- ii) Whistleblower Policy
- iii) Citizen Charter;

## **Transparency in Receipts & Payments:**

- i) E-Payments – NEFT/RTGS;
- ii) E-Receipts



## **Grievance/ Complaint Redressal & Feedback Mechanism:**

- i) Grievance Redressal through CPGRAMs and off-line;
- ii) Employee grievances;
- iii) Trade Grievances;
- iv) Citizens' Grievances



## **Minimization of Discretion through Computerization:**

- (i) Port Operation Management System (POMS)
- (ii) E-billing for all types bill/invoice under POMS
- (iii) PCS 1.x integrated with POMS
- (iv) Online RFID based paperless Permit System (PACS)
- (v) Online payment collection system in Estate/Land





## **Minimization of Discretion through Computerization: (continued)**

- (vi) Online Pensioners Portal
- (vii) Online Employees Portal
- (viii) EBS ERP
- (ix) E-Office
- (x) Hospital Management System
- (xi) E-Tendering / E-Procurement
- (xii) Modules for Finance/Legal/MM/etc.
- (xiii) Vessel Traffic Management System  
(VTMS) / Automatic Identification System  
(AIS)



## **Vigilance Action:**

- i) Vigilance Corner in Website;
- ii) Preventive Vigilance;
- iii) Punitive Vigilance;
- iv) Surveillance and Detection;
- v) Fraud Prevention Initiatives;
- vi) Vigilance Inspections (onsite/ file/ tenders);



## **Vigilance Action (continued):**

- vii) Surprise Inspections;
- viii) Agreed List;
- ix) Co-ordination with CBI/ACB;
- x) Scrutiny of Annual Property Returns;
- xi) Monitoring of Purchase of Immovable Property;
- xii) System Studies for improvement;
- xiii) CTE type Inspection of Major Projects



## **Transparent Policies in HR:**

- (i) Transfers in Sensitive Posts;
- (ii) HR Grievance Cell;
- (iii) Periodic Meets with Unions;
- (iv) Transparent Recruitment Policy

## **Capacity Building :**

- i) Transparency Training;
- ii) On-Job Training;
- iii) Participation in International Conferences/ Seminars/Workshops;
- iv) Visit to other National/ International Ports



## **Changing Minds Programme:**

- i) Motivational speeches;
- ii) Regular Meditation Classes;
- iii) Collective brainstorming;

## **Employees' Grievances Redressal System:**

- i) Safety Committee Meeting;
- ii) Regular Meetings with SC/ST/OBC Association;
- iii) Sexual Harassment Committee;
- iv) Employee Grievance Redressal Committee with Appellate Mechanism



## **Transparent Policy for Land Allotment & Management:**

- i) e-payment ;
- ii) e-tendering;
- iii) PGLM & SOR uploaded in website;
- iv) Estate corner in website



## **Incentivization of innovation and good performance :**

- i) Suggestion box;
- ii) New Ideas Rewards Scheme;
- iii) Appreciation Certificates on Republic Day/Independence Day;
- iv) Employee of the Month/ Best, exemplary employee.



## **Monitoring by the Senior Management :**

- i) Administration Report;
- ii) Annual Accounts/Audit Report;
- iii) ISO/ISPS Audit Report;
- iv) Action taken on Board's Decisions;
- v) Periodical Disclosures;
- vi) Co-ordination meetings

## **Evolving Organisation:**

Focus on Organization's Evolution through Dynamism, Vision and Motivation



**THANK YOU**

