


**6.6 Schemes in Progress in 2012-2013**

Sl. No.	Name of the Scheme	Date of Commencement	Likely date of Completion	Sanctioned/ Estimated Cost (Rs. In lakhs)
<b>A. Kolkata Dock System</b>				
<b>Plan Schemes</b>				
1.	Development, Refurbishment & Reconditioning of Civic facilities and allied Infrastructure in and around dock areas at KDS.	2.4.2007 (Date of Initial Sanction)	March 2014	4975.00 (Revised cost)
2.	Infrastructure Upgradation and Allied Works in and around Dock Area at KDS in 11th & 12th Plan	19.2.2010 (Date of Initial Sanction)	March 2015	3840.00
<b>B. Haldia Dock Complex</b>				
<b>Plan Schemes</b>				
1.	Augmentation/upgradation of Railway yard and facilities.	8.10.2007 (Date of Sanction)	March 2015	3000.00
2.	Development and upgradation of storage, drainage, roads and other Infrastructure	1.11.2012 (date of order placement for part work being undertaken)	February 2014	3000.00 (Part sanction taken)
<b>C. River Related Works</b>				
<b>Plan Schemes</b>				
Nil				

**6.7 Schemes Physically Completed in 2012-2013**

Sl. No.	Name of the Scheme	Sanctioned Cost (Rs. in lakhs)	Date of completion
<b>A. <u>Kolkata Dock System</u> :</b>			
<b><u>Plan Schemes</u> :</b>			
Nil			
<b>B. <u>Haldia Dock Complex</u> :</b>			
<b><u>Plan Schemes</u> :</b>			
Nil			
<b>A. <u>River Related Works</u> :</b>			
<b><u>Plan Schemes</u> :</b>			
Nil			

**CHAPTER - VII****STAFF POSITION, WELFARE  
MEASURES AND INDUSTRIAL RELATIONS****7. Staff Position**

**7.1** Category wise number of staff employed in KDS and HDC as on 31<sup>st</sup> March, 2013 is printed in Table XX. Total strength of employees of two Dock Systems taken together was 7534 on 31<sup>st</sup> March, 2013, as against 8179 on 31<sup>st</sup> March, 2012

**7.2 Employment of SC/ST candidates**

Positions regarding representation of Scheduled Caste and Scheduled Tribe, OBC and Physically Handicapped (PH) in KoPT service as on 31<sup>st</sup> March, 2012 and on 31<sup>st</sup> March, 2013 are indicated in Table 7.1, Table 7.2, Table 7.3 and Table 7.4.

**TABLE - 7.1****Position of Scheduled Caste**

Class of Employees	Prescribed Percentage	Actual Percentage			
		KDS		HDC	
		31.03.12	31.03.13	31.03.12	31.03.13
Class I	15	20.60	20.71	16.38	18.12
Class II	15	21.53	22.13	17.11	14.95
Class III	22	17.15	16.87	23.04	23.73
Class IV	22	21.70	23.06	21.31	20.95

**TABLE - 7.2****Position of Scheduled Tribe**

Class of Employees	Prescribed Percentage	Actual Percentage			
		KDS		HDC	
		31.03.12	31.03.13	31.03.12	31.03.13
Class I	7.5	6.65	6.45	4.51	4.67
Class II	7.5	6.92	7.37	2.70	3.73
Class III	6	4.63	4.71	6.61	6.82
Class IV	6	3.36	3.69	4.94	5.28



**TABLE - 7.3**  
**Position of OBC**

Category	KDS				HDC			
	31.03.12		31.03.13		31.03.12		31.03.13	
	Total	OBC	Total	OBC	Total	OBC	Total	OBC
Class I	466	12	449	11	177	6	171	8
Class II	130	1	122	0	111	2	107	2
Class III	2717	33	2589	34	1467	10	1378	10
Class IV	1755	29	1487	29	1356	20	1231	20

**TABLE - 7.4**  
**Position of Phycally Handicapped (P.H.)**

Category	KDS				HDC			
	31.03.12		31.03.13		31.03.12		31.03.13	
	Total	PH	Total	PH	Total	PH	Total	PH
Class I	466	1	449	1	177	0	171	0
Class II	130	-	122	0	111	2	107	3
Class III	2717	38	2589	36	1467	18	1378	17
Class IV	1755	30	1487	30	1356	4	1231	4

### 7.3 **Labour situation during the year 2012-13**

During the period 1.4.2012 to 31.3.2013, the industrial relations scenario in the Port remained cordial and peaceful. No mandays were lost due to strikes / work stoppages by KoPT labourers during the year.

### 7.4 **Safety, Health & Welfare of the workers**

The dock workers in Kolkata Port are covered by the Dock Workers' (Safety, Health & Welfare) Act, 1986 and the Regulations framed there under. On the other hand, the workers in Workshops are covered by the Factories Act, 1948. All the provisions relating to safety, health and welfare of the employees and workers of the port are strictly followed.

There is a Safety Committee in the name of "Safety Committee for the Port of Kolkata" comprising port officials, port users, representatives of Labour Unions and Inspectorate Dock Safety to ensure safety at work place, to investigate into the causes of accidents and unsafe processes in dock work and to suggest remedial measures, to look into health hazards associated with handling of cargo including use of personal protective equipment, to suggest measures for improvement in welfare amenities inside the docks as also other miscellaneous aspects of safety, health and welfare in dock work. The Committee is headed by the Deputy Chairman and it meets at regular intervals. In addition to maintaining a safe environment at work place, periodical testing of lifting appliances and gears is undertaken and occupational health services with provisions of first-aid and emergency treatment, pre-placement and periodical medical examinations of dock workers by specialist doctors are also available. Amenities like washing facilities, ambulance, stretchers, rest shelters/rest rooms etc. have also been provided for dock workers at their workplaces. In Haldia Dock Complex, a separate Safety Committee headed by Deputy Chairman, HDC is functioning at local level.



## 7.5 Training of workers

For upgrading the skills of the port and dock workers, familiarization of new entrants and to inculcate the need for maintaining safety at work places, the employees/workers of KoPT and CDLB are imparted regular training in Kolkata Port and Dock Workers' Training Institute. The Institute is equipped with computers, audio-visual equipments, books, lifting appliances, gears etc. to facilitate training of the workers. The Institute also runs training courses for the workers of the Stevedores on a nominal charge. During the year 2012-13, 46 training programmes were held at the Training Institute at Kolkata involving 436 participants. In Haldia Dock Complex, 74 training programmes were held during the year involving 872 participants.

## 7.6 Social Security Measures

There are various social security and welfare measures for the employees like membership of provident fund, payment of gratuity, pension, accident compensation, leave travel concession/home-town travel concession, indoor and outdoor medical facilities, loan fund, etc. Other such activities include awarding medals and grant of scholarships to meritorious wards of KoPT employees and recreational facilities under different clubs and institutes. There is a Women Cell to look after the welfare of female employees. A Group Insurance Scheme for the Safai Karmacharies is also run by KoPT. The employees can also avail of Port accommodation if they so desire.

## 7.7 Accidents

Particulars of accidents during the year 2012-13 are printed in table XXI.

## 7.9 Citizen's Charter

Citizen's Charter is a document which represents a systematic effort to focus on the commitment of the Organisation towards its Citizens in respects of Standard of Services, Information, Choice and Consultation, Non-discrimination and accessibility, Grievance Redressal, Courtesy and Value of Money. This also includes expectations of the Organisation from the Citizen for fulfilling the commitment of the Organisation. The term 'Citizen' in the Citizen's implies the clients or customers whose interests and values are addressed by the Citizen's Charter and, therefore, includes not only citizens but also all the stakeholders, i.e. citizens, customers, clients, users, beneficiaries, other Ministries / Departments / Organisations, State Governments, UT Administrators etc. However, it is a tool for facilitating the delivery of services to citizens with specified standards, quality and time frame etc. with commitments from the Organisation and its clients.

KoPT's mission is to excel in providing better port facilities and improving quality of services. The objectives of KoPT are

- Economic and friendly services.
- Automated operations.
- Reduction of turn around time of vessels.
- Improvement of cargo volume.
- Improvement of average ship day output.
- Reduction of idle time of vessels at berths.
- Simplified and streamlined procedures of work.
- Safety, training (skill development) and congenial industrial relations.
- Compliance of all regulatory/statutory requirements.



## KOLKATA PORT TRUST

KoPT aims to enrich customer satisfaction to effect application of Internal Quality management System, including process of continual improvement of the system and assurance of conformity to customer requirement and applicable statutory & regulatory requirements.

The external customers of KoPT are all port users and the internal customers are all port employees.

Kolkata Port users can expect that -

- Grievances shall be acknowledged immediately and reply will be given within 60 days.
- Corruption related complaints received by the Vigilance Department will be registered within 48 hours, investigation started within 15 days and report will be submitted to competent authority as quickly as possible depending on the nature of the complaint.
- Minimum specified cargo handling equipment will be maintained at HDC & KDS.
- Bills for services rendered by KoPT, will be issued within 15 days after receipt of all documents.
- Refunds will be made within 15 days after receipt of all relevant documents.
- Application for licence/approval of drawing/other services, etc. will be taken up for processing within 15 days and reply will be given within maximum period of 3 months.

The relevant information in this regard is available in KoPT's website.

### 7.10 RTI Annual Return of Kolkata Port Trust

Ministry : Ministry of Shipping  
 Department : Department of Shipping  
 Organisation : Kolkata Port Trust  
 Year 2012-13 : (upto March, 2013)

Kolkata Port Trust

Block I (Details about the requests and appeals)						
	Opening Balance as on beginning of 1st Quarter	No. of applications received as transfer from other PAs u/s 6(3)	Received during the quarter (including cases transferred to other PAs)	No. of cases transferred to other PAs u/s 6(3)	Decisions where requests/ap peals rejected	Decisions where requests/ap peals accepted
Requests	40	20	236	5	37	213
First Appeals	0	NA	39	NA	4	24
Total No. of CAPIOs designated		Total No. of CPIOs designated		Total No. of AAs designated		
0		25		2		
Block II (Details about fees collected, penalty imposed and disciplinary action taken)						
Registration Fee collected (in Rs.) u/s 7(1) Amount		Additional Fee collected (in Rs.) u/s 7(3)		Penalty Amount Recovered (in Rs.) as directed by CIC u/s 20(1)		No. of cases where disciplinary action taken against any officer u/s 20(2)
2300		2529		0		0



Block III (Details of various provisions of section 8 while rejecting the requested information)													
No. of times various provisions were invoked while rejecting requests													
Relevant Sections of RTI Act, 2005													
Section 8(1)										Sections			
a	b	c	d	e	f	g	h	i	j	9	11	24	Others
1	0	0	0	0	0	0	1	1	2	0	0	0	3

\*Block IV (Details regarding compliance of direction/recommendation of the Commission, as per Section 25(5))

Sl. No.	Reference No. of cases wherein Commission made specific recommendation as per Section 25(5) (max. 20 chars)	Whether action is initiated to comply with recommendation of Commission	Details thereof (max. 250 chars)
1		Select	
2		Select	
3		Select	
4		Select	
5		Select	
6		Select	
7		Select	
8		Select	
9		Select	
10		Select	

If the Public Authority made any changes in regard to its rules/regulations/procedures as a result of requested information by the citizens, please provide the summarized details of the changes (max. 500 chars).

\*Block V (Details regarding Mandatory Disclosures and Transparency Officer )

A. Is the mandatory Disclosure under Sec. 4(1)(b) posted on the website of Public authority?	If Answer of (A) is No -Is there any other medium of dissemination? Provide details below (not exceeding 500 chars)	If Answer of (A) is yes - Provide the detail / URL of webpage, where the disclosure is posted (max 150 chars)
--	---	---

Yes	<a href="http://www.kolkataporttrust.gov.in">http://www.kolkataporttrust.gov.in</a>
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B. Name of Transparency Officer, if any, in the Public Authority along with the designation, telephone number & e-mail ID.

Whether Transparency Officer appointed	Yes
Name of Transparency Officer	A. K. Bagchi
Gender	Male
Designation	Director Marine Department
Contact Number	033-2230-3214
Email address	dmd@kopt.in

C. Last date of updating of Mandatory disclosure under Section 4(1)(B)	01.04.2013
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### Annual Assessment Report regarding the use of Official Language Hindi for the year 2012-2013

Name of the Department : Ministry of Shipping  
 Year : 2012-2013  
 Name of attached/ subordinate offices/ undertaking : Kolkata Port Trust  
 Region (A, B, or C) : "C"

<b>1.</b>	<b>Documents issued under section 3(3) of Official Language Act</b>				
	(a)	Total			1766
	(b)	Only in English			0
<b>2.</b>	<b>Correspondence in Hindi</b>				
	(a)	Total number of letters received in Hindi			2532
	(b)	Number of letters replied in Hindi			2509
	(c)	Number of letters replied in English			0
<b>3.</b>	<b>Originating correspondence : Letters etc. (Telegram, Telex/Fax)</b>				
	(a)	Sent in Hindi			11,276
	(b)	Sent in English			13,766
	(c)	Sent Bilingually			7517
<b>4.</b>	<b>Typist/Stenographer</b>				
			<b>Typist</b>	<b>Stenographer</b>	<b>Total</b>
	(a)	Total No.	96	56	152
	(b)	No. of employees having knowledge of Hindi typing/stenography	65	44	109
	(c)	No. of employees having knowledge of English typing/stenography	96	55	151
	(d)	No. of employees having knowledge of both English & Hindi typing/stenography	65	1	66
	(e)	Percentage of work in Hindi Typing/Stenography out of total typing/stenography work in office	23%	15%	19%
<b>5.</b>	<b>Details of mechanical/electronic equipment etc.</b>				
			<b>Total No.</b>	<b>Devnagri</b>	<b>Bilingual</b>
	(a)	Typewriter	Typewriters are no longer in use. All the work in office are being done on computers		
	(b)	Telex/Teleprinter	1	0	1
	(c)	Address machine	-	-	-
	(d)	Computer Software	1187	-	1187
	(e)	Other equipments (give name)	-	-	-
	(f)	Total	1188	0	1188




**6. Availability of code/manual in Hindi version  
(Statutory/Official/Technical Literature)**

	Category	Total No.	Bilingual	Only in English	Only in Hindi	Reason for non-availability of bilingual or Hindi version
1.	Act/Rules	25	25	0	0	Not applicable
2.	Office code/Manual	3	3	0	-	All codes/ Manual are bilingual
3.	Standard form	375	375	0	0	Not applicable
4.	Technical Literature	0	0	0	0	Not applicable
5.	Training materials	17	6	11	0	Training is given in three languages in the Training Institutes
6.	Journals/Magazine	1 (Trilingual)	1	0	0	Not applicable
7.	Other Publication	2	2	0	0	Not applicable
	<b>Total :</b>	<b>423</b>	<b>412</b>	<b>11</b>	<b>0</b>	Not applicable

**7. Meetings of OLIC.**

No. of meetings held during the year

4

**8. Brief descriptions of any special achievement / work related with the implementation of Official Language policy during the year**



**TABLE - I**  
**VITAL PORT STATISTICS**  
**(A) TOPOGRAPHY OF PORTS**

**A. KOLKATA PORT TRUST :**

Location	Entrance Channel		Turning Circle Nos.	Type of Dock/Port
	Length (in km.)	Minimum Depth (in Mtrs.)	Minimum Width (in Mtrs.)	
Port of Kolkata				
a) <b>On the North</b> - A line drawn due east across the river Hooghly from a pillar at the southern boundary of M/s. D. Waldie & Company's Chemical Works & Distillery at Konnagar in the District of Hooghly on the right bank of the river to a pillar on the left bank of the river near Panihati in the District of the 24 Paraganas.	KDS 232	KDS 2.8	45	NSD & KPD - Impounded
b) <b>On the South</b> - A line joining Sola column in position 21°42' 36" N and 87°48'17" E (approx) to 2½ miles south of Saugar Lighthouse and then to Lone Tarl in position 21°33'30" N and 88°15'42" E.  Excluding the following area		Draft (Variable) Average - Min - 5.0 Max - 8.4		Budge Budge - Riverine jetties
(a) <b>On the north-east</b> - Lat 22°06'21.6" N & Long 88°13'29.7" E (Balari F. W. Column)	HDC 110	HDC 3.8	345	Impound dock system & Riverine jetties
(b) <b>On the south-east</b> - Lat 22°04'51.6" N & Long 88°13'56.2" E (Kulpi Pagoda)		Draft (Variable) Average - Min - 6.0 Max - 8.2	1	
(c) <b>On the north-east</b> - Lat 22°06'21.6" N & Long 88°13'12" E i.e., the point of intersection of the line joining the two river side corners of the proposed jetty extended due upstream with the line due west of Balary F. W. Column.				
(d) <b>On the south-west</b> - Lat 22°04'51.6" N & Long 88°13'29.8" E i.e., the point of intersection of the line joining the two river side corners of the proposed jetty extended due downstream with the line due west of Kulpi Pagoda.				



<p>The limits of the Port include to the east and west of the river Hooghly.</p> <p>(a) That part of the river Hooghly and the shores thereof as are within 45.7 metres of high water mark at Spring tides.</p> <p>(b) All lands, sheds, wharves, quays, permanent ways, railway sidings etc. comprised in the area occupied by the Kolkata Jetties, Garden Reach Jetties, Kidderpore Docks, Netaji Subhas Dock, Petroleum Depot at Budge Budge and the adjoining lands in possession of the Kolkata Port Trust and works constructed for the purpose of such jetties, docks &amp; installations.</p> <p>(c) That part of Tolly's Nala as lies to the west of line drawn across the Nala 7.6 metres to the west of Hastings Bridge.</p> <p>(d) That part of river Haldi, from entrance to river Hooghly to the line drawn north &amp; south through Haldia South mark (<b>22°00'00"</b> N &amp; <b>88°02'49.5"</b> E (approx)) and the shores thereof within 45.7 metres of the High Water Mark at Spring Tides.</p> <p>(e) All lands, sheds, wharves, quays, permanent ways, railway sidings etc. comprised in the area occupied by Haldia Dock Complex and adjoining lands in possession of the Kolkata Port Trust and works constituted for the purpose of such dock complex and all installations for allied or incidental purposes.</p>						
--	--	--	--	--	--	--



<p>The navigable river and channels leading to the Port of Kolkata shall be as follows :</p> <p><b>On the North</b> 400 metres down the river Bhagirathi from the centre line of Jangipur barrage and 0.8 kilometer up the river Jalengi from its confluence with river Bhagirathi.</p> <p><b>On the South</b> The parallel of latitude 20°45' N. The limits of the said river and channels include all parts of the navigable channels which lie between the longitude of 87°40' E and 88°40' E of river Hooghly and all parts of river Bhagirathi and Hooghly between the northern and southern limits below the highest point reached by ordinary spring tides at any session of the year for tidal portion, and the bed of the river habitually covered by water at any time of the year for the non-tidal portion.</p>



TABLE - I (CONTD.)

**VITAL PORT STATISTICS**  
**(B) STORAGE CAPACITIES AT PORTS**

**(I) KOLKATA DOCK SYSTEM :**

TYPE	Dry Storage Accommodation			Liquid Storage Tanks			Container			
	No.	Area (Sq. Mtrs.)	Location Inside Port/ Outside Port	No.	Location Inside Port/ Outside Port	Capacity (Kls./ Tonnes)	Type of Cargo	No.	Location Inside Port/ Outside Port	Capacity Type
<b>A) Port Owned</b> i) Covered a) Transit Shed b) Ware House c) Container Freight Station ii) Open	26	1,34,722	Inside	Nil				1	Inside	9000 Sq. mtrs. 144 TEUs Reefer <b>12,000 TEUs</b>
	3	10,794	Inside							
	1	9,000	Inside							
		2,23,000 (Including Coal Berth)	Inside							
<b>B) Others</b> i) Covered a) Transit Shed b) Ware House c) Container Freight Station ii) Open	4	NA	Outside	3	Outside	4500 KL	V.O.			
				42	Inside	82095 KL	V.O.			
				118	Inside	380883 KL	POL			
				12	Outside	81114 KL	POL			
				14	Inside	6070 KL	Chem			

**N.B.**  
V.O. = Vegetable Oil  
POL = Petroleum Oil & Lubricant  
Chem = Chemical



**TABLE - I (CONTD.)**  
**VITAL PORT STATISTICS**  
**(B) STORAGE CAPACITIES AT PORTS**

**(II) HALDIA DOCK COMPLEX :**

TYPE	DRY STORAGE ACCOMMODATION			LIQUID STORAGE TANKS				CONTAINER		
	No.	Area (Sq. Mtrs.)	Location Inside Port/ Outside Port	No.	Location Inside Port/ Outside Port	Capacity (Kls./ Tonnes)	Type of Cargo	No.	Location Inside Port/ Outside Port	Capacity (TEUs)
<b>PORT OWNED :</b>										
a) Covered										
i) Transit Shed / Overflow Sheds	3	25040*	Inside				HDC does not have liquid storage facilities			
ii) Ware House	-	-	-							
iii) Container Freight Station	-	-	-							
b) Open	11	892840**	-					1	Inside	5000

\* Includes transit shed area leased to the port user inside the dock.

\*\* Includes hard stand and bare land area along with storage lease to the port users inside the dock.



TABLE - I (CONTD.)

**VITAL PORT STATISTICS**  
**(C) BERTH PARTICULARS**

**A. KOLKATA DOCK SYSTEM :**  
**(1) Kidderpore Docks**

Sl. No.	Name of Berth	Type of Berth	Actual depth (Mtrs.)	Quay length (Mtrs.)	Maximum size of vessel that can be accommodated		Remarks
					Length over all (feet)	DWT	
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
1.	1 KPD	GC	7.8	133	475	-	-
2.	3 KPD	GC	8.4	128	515	-	-
3.	5/7 KPD	GC	8.6	229	515	-	-
4.	9 KPD	GC	9.0	108	515	-	-
5.	11 KPD	P & Coastal	8.7	151	515	-	-
6.	2 KPD	KoPT & Coastal	8.0	142	465	-	-
7.	4 KPD	GC	8.7	136	515	-	-
8.	6 KPD	GC	9.0	118	515	-	-
9.	8 KPD	GC	9.2	128	515	-	-
10.	10 KPD	GC	8.9	161	515	-	-
11.	12 KPD	Coastal	8.9	143	475	-	-
12.	22 KPD	GC	8.6	151	500	-	-
13.	23 KPD	GC	8.8	147	515	-	-
14.	24 KPD	GC	9.1	152	515	-	-
15.	25 KPD	GC	8.8	169	515	-	-
16.	26 KPD	GC	8.4	185	515	-	-
17.	27 KPD	GC	7.7	195	515	-	-
18.	28 KPD	GC	8.5	195	515	-	-
19.	29 KPD	GC	7.4	185	515	-	-

Legend : G.C. - General Cargo  
P - Passenger



TABLE - I (CONTD.)

**VITAL PORT STATISTICS**  
**(C) BERTH PARTICULARS**

**A. KOLKATA DOCK SYSTEM :**  
**(2) Netaji Subhash Docks**

Sl. No.	Name of Berth	Type of Berth	Actual depth (Mtrs.)	Quay length (Mtrs.)	Maximum size of vessel that can be accommodated		Remarks
					Length over all (feet)	DWT	
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
1.	1 NSD	H/L & GC	7.1	200	565	-	-
2.	2 NSD	GC & C	7.8	187	565	-	-
3.	3 NSD	GC & C	9.0	183	565	-	-
4.	4 NSD	C	8.6	181	565	-	-
5.	5 NSD	C	8.2	182	565	-	-
6.	7 NSD	C	8.5	192	550	-	-
7.	8 NSD	C	8.0	225	507	-	-
8.	12 NSD	Liquid Bulk	8.1	152	500	-	-
9.	13 NSD	GC & C	8.2	174	565	-	-
10.	14 NSD	GC & C	7.4	174	540	-	-

Legend :      G.C. - General Cargo  
                   C    - Container  
                   H/L - Heavy lift Cargo