

Record of proceedings of the meeting convened by the Chairman, Kerala Maritime Board with the Port Officers and Port Conservators via online mode

Date: 15.11.2023

Venue: Board Room

Meeting started at 11 am with the Board Chairman in the Chair. Chairman welcomed all the participants and detailed the importance of holding regular meetings.

Following agendas were discussed in the meeting with the decisions taken recorded against each item:

A. Agenda Items

	<i>Subject</i>	<i>HQ File no.</i>	<i>Deliberations</i>	<i>Decision in the meeting</i>	<i>Action to be taken by</i>
1	Issuing license to the labourers in Vizhinjam	HOKMBTVM-922-2023	<ul style="list-style-type: none">• PC Vizhinjam informed that the Labour Board is not ready to furnish the list of labourers• The PC Kollam informed that the Labour Board is furnishing the list promptly• The PO, Kozhikode proposed that MMD has informed that	i. The PC, Vizhinjam will address the KMB with necessary details and the KMB will take up the matter with Labour Department to get the list of workers from Labour Board as and when required. The peculiar scenario in Vizhinjam where the fishermen also are engaged in such duties shall be considered in the	a) PC, Vizhinjam b) CEO, KMB

			<p>certificate from Port is not necessary for workers. Instead the entry pass and tag can be issued to the laborers when they come for work.</p>	<p>proposal.</p> <p>ii. The system of Port issuing the license to the labourers may be stopped and the system proposed by the PO Kozhikode may be followed in future.</p>	
2	<p>Petition from PV Cargo clearing company that enhanced rates are charged</p>	<p>HOKMB/TVM-795-2023-A2</p>	<p>The PO informed that the present 5% increase is due to the software issues.</p>	<p>i. Present 5% increase is not as per any government decision. Hence this increase may be stopped forthwith.</p> <p>ii. Amount already collected may be adjusted in the advance.</p> <p>iii. Proper accounts shall be maintained for this.</p>	<p>a) Pot Officers concerned b) KMB</p>
3	<p>Installation of VTMS in Kollam</p>	<p>HOKMB/TVM-642-2023-D1</p>	<p>i. DDP and PO, Kollam (I/c) informed that one quote with less than 4 lakh expense</p>	<p>i. The present proposal for maintenance of VTMS in Kollam need not be processed as is</p>	<p>a) DDP b) PO, Kozhikode</p>

			<p>has been received for installing the minimum requirements and this has been taken up with the MMD</p> <p>ii. PO, Kozhikode informed that Radar & AIS is enough for getting ISPS. Radar is already functioning and hence AIS system alone needs to be installed</p>	<p>involves a huge cost</p> <p>ii. The DDP and PO, Kozhikode together will take up the matter with MMD and come out with a concrete proposal with minimum requirement and minimum cost</p>	
4	Action to be taken for enforcement subsequent to the orders of Hon: HC	HOKMB/TVM-885-2023-B3-eadm	<p>i. The PC Vizhinjam proposed the need to have a vehicle for the enforcement activities. He also apprised the meeting that the penalties through enforcement will be</p>	<p>i. A sedan car with 1500 km monthly ceiling may be hired through transparent process</p> <p>ii. Monthly data of enforcement activities shall be send to the Board regularly</p>	PC, Vizhinjam

			manifold than the cost involved for hiring a vehicle		
5	Better utilization of manpower and rationalizing the work load.		Chair observed that many staff are sitting idle due to the lack of port activities. We need to use the manpower for the best interest of the Board and Government. Nobody can be permitted to draw salary without doing any duty. Many activities are being undertaken by the Board. The excess staff in each office shall be deployed for undertaking the above duties. KMB HQ is well aware of the workload in each port office. If the employees are not willing to take up new jobs, they will be deployed without their willingness or will be deployed to other offices.	<ul style="list-style-type: none"> i. All POs shall assess the workload of each employee <i>vis a vis</i> the existing activities in their jurisdiction within a fortnight. Concrete proposal for effective utilization of staff shall be prepared. A concrete report shall be prepared within a fortnight. The report shall be discussed during the visit of HQ team. ii. A uniform format for analyzing the work load will be prepared and furnished to the POs iii. 	<ul style="list-style-type: none"> a) All POs b) CEO, KMB

6	Deployment of staff to Kodungalloor institute	HOMKMB TVM/971/2023-B1	<ul style="list-style-type: none"> i. Principal Kodungalloor apprised the need for more staff in the institute due to increased activity ii. PO Kollam informed that the services of Prijish can be spared. iii. PO Beypore informed that the services of Binoy cannot be spared with out a replacement. iv. Principal Neendakara institute informed the requirement of more staff to them 	<ul style="list-style-type: none"> ii. Prijitsh from Kollam Port may be deployed to Kodungalloor iii. Further deployment may be considered after analyzing the workload of staff in each port iv. Issues raised by the Principal Neendakara may be considered later 	<ul style="list-style-type: none"> a) KMB (B1 seat) to issue orders deploying shri. Prijish forthwith b) Principal Neendakara to send proposals to CEO with details
7	Installation of weather warning systems in Ports	HOKMB-TVM-3402-2022-B2	<ul style="list-style-type: none"> i. DDP apprised that the DCs are following the old practice of sending the weather 	<ul style="list-style-type: none"> i. Minimum requirements of a weather station shall be put in place in each functional ports ii. Staff for manning 	All Port Officers concerned

			<p>warning to the Port Officers. Presently all the boats are equipped with modern electronic facilities.</p> <p>ii. PO Kozhikode informed that the its mandatory have a weather station in each functional ports</p>	<p>the station shall be deployed from the existing staff strength in each port</p> <p>iii. Port Officers concerned shall submit proposal to the CEO in this regard</p>	
8	Chandragiri Dredger	HOKMB-942-2023-D1	<p>i. The PO apprised meeting about the action taken so far</p> <p>ii. Chairman informed that urgent action needs to be taken to operationalize the dredger and start dredging activities</p>	<p>i. The Committee constituted in this regard shall convened within a fortnight and come with a concrete proposal</p> <p>ii. Take concrete action to get the dredger operationalized before January 15th-2024</p> <p>iii. We may engage some contract workers and operate the</p>	Port Officer Azhikkal

				dredger on our own	
9	Deployment of staff engaged in CSD Neendakara	D1/6353/18/DP	<ul style="list-style-type: none"> i. Mechanical engineer KMB informed that the services of the daily waged staff are no more required and can be deployed 	<ul style="list-style-type: none"> i. Deploy the daily wages staff to Azhikkal forthwith to undertake activities in CSD Chandragiri. ii. PO Azhikkal to utilize their service effectively 	<ul style="list-style-type: none"> ii. KMB (D1-Seat) to issue orders immediately iii. PO Azhikkal
10	Website and application for the training institutes	HOKMB -545-20233-E1	<ul style="list-style-type: none"> i. Chair apprised the need to have a separate website and application for institutes ii. Principal Neendakara Institute apprised that the report in this regard is getting ready 	<ul style="list-style-type: none"> i. The Principals of two institutes shall come up with a concrete proposal for the website and application for Institutes within a week ii. CEO shall discuss and finalize the proposal iii. After approval discussion with the ULTS may be done to get it implemented within three months 	<ul style="list-style-type: none"> i. Principals of Kodungalloor and Neendakara Ports ii. IT Wing of KMB

11	Action to be taken to enhance the port related activities and Cargo movement			This item will be discussed with the POs during the visit of HQ team. Concrete suggestions and plan shall be conceived by the POs	All POs
12	Ensure active inputs from POs for Policy decisions of the Board			All the POs shall furnish the inputs for finalizing the policy decisions of the board for the better benefit of the Board and general public	All POs
13	E-office implementation and convert the offices as high-tech and paperless ones		i. Chair informed that the e-office implementation shall be completed quickly	The e-office shall be implemented in all sub offices immediately. The process shall be completed before 31 st December.	All POs
14	Biometric punching implementation		i. Chair informed that the biometric punching systems will be implemented in the head office before 31 st December. This shall be implemented in all sub offices too.	Biometric punching shall be implemented in the four Port Offices too before 31 st December. Any obstacle in this regard shall be flagged to the IT Cell of the Board.	All Port Officers

15	Use of Malayalam for file processing			All files except the ones like court cases, communications with GOI etc shall be processed in Malayalam	All port Officers
16	Streamlining the dredging and selling through E-Systems		CEO informed that the e-portal for selling dredging materials will be launched within a day or two	The PCs concerned shall use the system fully. All the activities connected with the sale of dredged materials shall be done through this portal only Any suggestion for modifications to make it more user-friendly shall be flagged to the IT Cell	a) PCs concerned. b) IT Cell of KMB
17 & 18	Various development opportunities in Port areas & Commercial utilization of Board buildings, machineries and other infrastructure		Chairman informed the meeting about the Board's policy to develop port lands and infrastructure on PPP mode to benefit the Board, State Government, and the general public. There is immense scope for such development which will benefit the state exchequer and improve the life level of local folks. The POs and PCs only knows about the land and infrastructure available for such	All the POs and PCs to prepare a list of land and infrastructure available for development on PPP mode within a week. This needs to be discussed and finalized during the visit of the team from HQ by this month end	All POs and PCs

			development. Hence they must give special attention to find out such areas and bring it to the notice of CEO and Chairman. The Chairman, CEO and DDP will be visiting all the ports in the coming weeks. By that time all the Pos shall have a concrete idea in this matter which can be deliberated there.		
19	Issue on anchorage charges in Vizhinjam and Kollam		Chair informed the meeting about the issue connected with variations in charging anchorage charges in different ports. This needs to be uniform throughout the ports.	DDP, in discussion with the POs shall submit a proposal to ensure uniform anchorage charges in all Ports. This needs to be proposed to government and get the GO modified	DDP
20	Uniform Revenue sharing agreements		Chair informed that model of revenue sharing agreement has been circulated to all POs. Future agreements shall be executed in that format with corrections required for the particular project	All agreements executed by the POs in future shall be in the same format. POs can make suitable additions/deletions based on the project details and send it for vetting of CEO.	All POs

22	Updating of website-data providing		KMB has a new website. All the details connected with the ports shall be updated in the Website.	The POs shall send the details, which are to be shared to the public, for updating in the website. This shall include the services, rates, charges etc. Details of assets and infrastructure also shall be updated at a later stage. This shall be discussed in detail during the visit of HQ team to each port	All POs and PCs
23	Azhikkal dredging. Date of effect for the Government Order for enhanced rates		Even though the GO is this regard was issued on 1 st November, the same could not be implemented as the same was not communicated to them on 1 st itself. Since the payment is made in advance, its difficult to implement it from 1 st November	<ul style="list-style-type: none"> ii. The date of effect shall be from 16th November. iii. Concerned section in KMB shall inform his to government with reasons thereof 	<ul style="list-style-type: none"> a) PC, Azhikkal b) Concerned Section in KMB HQ

B. Issues raised by the POs in the meeting and other items raised in the meeting.

	Subject	HQ File no.	Deliberations	Decision in the meeting	Action by
1	Revision of Rates for various services, lease etc.	<i>Raised by the chair</i>	The chair informed the meeting that the rates for various services and leases are fixed many years back and are very low vis a vis the present market rates. This causes a lot of revenue drain to the Board. All the rates needs to revised be revised based on the present market rates.	<ul style="list-style-type: none"> i. All the POs shall consolidate the rates and lease rents existing there are come out with a concrete proposal to revise it. ii. The Committee headed by PO Kollam with following as members shall study this and submit a concrete revision proposal to the Chairman and CEO <ul style="list-style-type: none"> a) PO, Kollam b) FO, KMB c) PO, Alp d) Kiran, PC ii. Chairman and CEO will discuss this revision with the committee and finalise the revision and submit for 	<ul style="list-style-type: none"> a) Chairman and Committee members b) Concerned section in KMB shall issue formal orders constituting the Committee

				<p>Board's approval</p> <p>iii. The Committee can start the process without waiting for formal orders from the board</p> <p>iv. The Committee shall submit its report on or before 15th Decmber-2023 and revised rates shall be effected from 1st janury-2024</p>	
2	Enforcement wing under IV Act	<i>Raised by the Chair</i>	Many sections in the IV Act requires enforcement for various purposes like inspection in vessels, detention of vessels, damage/accident/poll ution etc. For some purposes officers of higher grade needs to be authorized. Hence its necessary to have the POs also as enforcement officers for some purposes	i. POs shall be notified as enforcement officers wherever required	CEO and Chairman
3	Vehicle for Kodungalloor Institute	<i>Raised by the Principal Kodungalloor</i>	Since the training activities have been increased in Kodungalloor institute,	i. The bolero jeep from HQ will be given for the use of Kodungalloor	<p>a. Concerned section in KMB HQ to issue formal orders</p> <p>b. Principal. Kodungalloor</p>

			its necessary to have a vehicle for the use in the office.	<p>institute from 1st janury-2024</p> <p>ii. This vehicle will be used for the enforcement activities in the Kodungalloor port of registry</p>	Institute
4	Maintenance of Machineris	<i>Raised by the Chair</i>	Chair has taken note of the fact that many valuable machineris of Ports are destroyed due to proper maintenance inspire of the availability of sufficient technical staff. Hefty sum is being paid for its maintenance also due to the proper up keeping and periodical maintenance. This cannot be tolerated. If any funds need to be spend for the maintenance of machineris due to the periodical up keeping, the same will be considered as the personal liability of the technical staff. POs also will be held responsible	<p>i. The POs shall ensure the periodical maintenance of all the machineris</p> <p>ii. It shall be the responsibility of the technical staff to keep a periodic maintenance register as per the technical requirement</p> <p>iii. The POs shall verify this register and physically ensure that the periodical maintenance is happening</p> <p>iv. If sufficient technical staff is not available, they shall be got deployed from other ports whenever required</p>	All POs

				v. If required, the technical staff of another port can be given the responsibility of up keeping	
5	Long leave for employees	<i>Raised by the Chair</i>	It is the general policy of the board that long leave for taking up better jobs cannot be granted to the technical staff as the board is facing dearth of staff	i. The POs shall not recommend and forward application for such long leaves from any of the technical staff	All POs
6	Dearth of staff in Azhikkal	<i>Raised by PO Azhikkal</i>	PO apprised the dearth of staff in Azhikkal port	ii. Deployment of extra staff will be considered after analyzing the staff strength in each port during the visit of HQ team to each port	CEO and Chairman
7	Port lands are no in the name of KMB. Many lands are occupied by the HED	<i>Raised by the PC, Vizhinjam</i>	Port lands are well defined within the Port Act. But it's a fact that all the lands are in Purambokku as per the revenue records and HED is in possession of many port lands. Our land management unit will measure all these areas and action will	No action for the time being	

			be taken to get it transferred to Board.		
8	Dredging in Vizhinjam	Raised by Vizhinjam	Its an urgent necessity to dredge some areas of near our port to increase the depth so as to get the ships wrecked in our port	Informal Request will be made to the Vizhinjam Adani Port to do the dredging works. If they are ready, formal request can be send to them	Chairman, KMB
9	Office and Staff Quarters repair in Kasargode	Raised by the PC, KAsargode	The amount in the AS is not sufficient to carry out the work. HED informed that the revised AS will come soon	Instruct HED to complete the works within the AS as the revised is unlikely to happen	PC, Kasargode
10	Reference of KIV in the website	Raised by the chair	In the website KIV is referred. All these shall be replaced with IV as KIV is repealed	References of KIV in the website shall be replaced with IV	Engineer, IT Cell, KMB
11	Auctioning of Containers lying in Kozhikkode	Raised by PO, Kozhikkode	Many letters have been sent to the SCI regarding the cold containers that are lying idle in the Port land. No positive reply is seen received so far	<ul style="list-style-type: none"> ii. Four containers may be given to the KMIs to start firefighting training iii. Remaining shall be auctioned without any further communications in this regard. 	PO. Kozhikkode

12	Kovilakam Property issues			This may be discussed during the visit of HQ team to the Port Office.	HQ Team visit
13	Regular meeting with POs	Raised by the Chair	Regular meeting with the POs is necessary for the better functioning of the Board	<ul style="list-style-type: none"> iv. Now onwards monthly meeting will be convened. v. The date of meeting will be conveyed in due course vi. The implementation of decision taken in the previous meetings will be reviewed along with new agenda items 	Board Secretary

C. Issues raised by the CFA

	<i>Subject</i>	<i>HQ File no.</i>	<i>Deliberations</i>	<i>Decision in the meeting</i>	<i>Action by</i>
1	Details to be furnished to the audit team	CFA	Audit of the KMB from 2019 is going on in the HQ. We have already requested the POs to furnish the details of bank statement. But only three POs have responded so far	All the POs and PCs shall take it seriously and furnish the required data on or before 18 th November-2023	<i>All POs and PCs</i>
2	Details of accounts of Institutes	CFA	The accounts of KMIs are another issue we are facing. All the	<ul style="list-style-type: none"> i. Principals of KMIs shall verify the old files and furnish all 	<ul style="list-style-type: none"> a) <i>The Principals of KMIs</i> b) <i>FO and CFA, KMB and concerned seat in KMB</i>

			details connected to the bank accounts of KMIs are required for proper accounting	<p>the details to the CFA within a fortnight</p> <p>ii. The concerned seat in KMB also shall verify the old files thoroughly and find out the details of KMI accounts</p>	
3	Pending paras of Accountant General Audit	CFA	<p>Around 67 audit paras are pending. You might have given reply to some of them. Exact data needs to be furnished to the AG. As the Principal Secretary is convening a meeting by the end of this month, details shall be furnished urgently. List of pending paras has been furnished to you already</p>	<p>i. The POs and PCS shall go through the list and find out the present stage of action and report the same to the CFA</p> <p>ii. Many of the paras are very old and can be closed with corrective action. Such cases shall be addressed to the AG with proper justification</p> <p>iii. Entire exercises shall be completed on or before 25th November-2023.</p>	<p>a) <i>All POs and PCs</i></p> <p>b) <i>CFA /FO/and concerned seat in KMB</i></p>

S/d-

CHAIRMAN