

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

Date: 20.12.2023

Venue: Board Room

Meeting started at 11 am with the Chairman in the Chair. Chairman welcomed all the participants of the meetings.

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

A. Agenda Items

	Subject	HQ File no.	Decisions taken in the previous meeting	Deliberations	Decision taken in the meeting	Action to be taken by
1	Issuing license to the labourers in Vizhinjam	HOKMBTVM-922-2023	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	Kollam and Bepore are following established modes for engaging the workers. The PC has reported that the Labour Board informed their inability to provide the list of workers.	The CEO will take up the matter with the Secretary, Labour Board to get the list of workers for Vizhinjam Port too like the procedure they follow in Kollam Port. As far as Bepore port is concerned, the present system can be continued.	CEO, KMB Concerned seat in KMB

2	Petition from PV Cargo company enhanced rates are charged	HOKMB/TVM-795-2023-A2	<p>required. The peculiar scenario in Vizhinjam where the fishermen also are engaged in such duties shall be considered in the proposal. 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> <p>ii.</p> <p>i. Present 5% increase is not as per any government</p>				Issue sorted out. Agenda is closed
---	---	-----------------------	--	--	--	--	------------------------------------

		<p>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>				
3	Installation of VTMS in Kollam	HOKMB/TVM-642-2023-D1	<p>i. The present proposal for maintenance of VTMS in Kollam need not be processed as is involves a huge cost</p> <p>ii. The DDP and PO, Kozhikode together will take up the matter with</p>	<p>Kozhikode Port Officer informed that the VTMS installed are almost 9 years back and are almost outdated. Repairing the same expending such a huge cost is a futile exercise as no significant activities are happening.</p>	<p>Azhikkal Port will send the estimate for AIS System as was done in Kollam. Or they will send alternate proposal, if any, like using the radar system in the tug etc.</p> <p>In the meantime the agency from Chennai will inspect the existing VTMS and propose its repair works. If the</p>	PO, Azhikkal

				MMD and come out with a concrete proposal with minimum requirement and minimum cost		rates are reasonable, KMB can think of repairing the same.	
4	Action to be taken for enforcement subsequent to the orders of Hon: HC	HOKMB/TVM-885-2023-B3-eadm	<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>			Agenda closed	
5	Better utilization of man power and rationalizing the work load.		<p>i. All POs shall assess the workload of each</p>			The POs concerned shall prepare a concrete report on the utilization of	All POs

			<p>employee vis a vis 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.</p> <p>ii. A uniform format for analyzing the work load will be prepared and furnished to the POs</p>		<p>man power. The POs shall assure the output and performance of each staff member during the last one ear and come out with clear suggestions for suitable redeployment.</p>	
--	--	--	--	--	---	--

6	Deployment of staff to Kodungalloor institute	HOMKMB TVM/971/2023-B1	<p>i. Preetish from Kollam Port may be deployed to Kodungalloor</p> <p>ii. Further deployment may be considered after analyzing the workload of staff in each port</p> <p>iii. Issues raised by the Principal Neendakara may be considered later</p>	This will be discussed separately with the Principal of the institutes.	Principal, Neendakara Institutes Kodungalloor/
7	Installation of weather warning systems in Ports	HOKMB-TVM-3402-2022-B2	<p>i. Minimum requirements of a weather station shall be put in place in each functional ports</p> <p>ii. Staff for</p>	Operational Ports alone need this weather warning system with minimum requirements. Those who have not submitted the proposal shall	All POs.

			<p>iii. Port Officers concerned shall submit proposal to the CEO in this regard</p>	<p>submit the same within a month. Those who have already sent may forward it once again to CEO with a copy to MME.</p>	
8	Chandragiri Dredger	HOKMB-942-2023-D1	<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.</p>	<p>Action Plan with targeted dates shall be send to the CEO within a week. The time line shall be followed and the dredger shall be made operational immediately</p>	PO, Azhikkal

	<p>Agenda Closed</p>	<p>The employees have been joined on 1st dec. and they are fully engaged with works related with the dredger</p>	<p>2024 iii. We may engage some contract workers and operate the dredger on our own</p> <p>i. Deploy the daily wages to staff to Azhikkal forthwith to undertake activities in CSD Chandragiri. ii. PO Azhikkal to utilize their service effectively</p>	
	<p>Will be discussed separately as an agenda for maritime Institutes.</p>		<p>i. The Principals of two institutes shall come up with a concrete proposal for the website</p>	<p>10</p>
			<p>Deployment of staff engaged in CSD Neendakara</p> <p>D1/6353/18/DP</p>	
			<p>HOKMB -545-20233-E1</p>	
			<p>Website and application for the training institutes</p>	

			<p>and application for Institutes within a week</p> <p>ii. CEO shall discuss and finalize the proposal</p> <p>iii. After approval discussion with the ULTS may be done to get it implemented within three months</p>			
11	Action to be taken to enhance the port related activities and Cargo movement		<p>This item will be discussed with the POs during the visit of HQ team. Concrete suggestions and plan shall be conceived by the POs</p>		<p>The POs concerned shall prepare a concrete report on this for discussion during the visit of HQ team</p>	Action All POS
12	Ensure active inputs from POs for Policy decisions of the Board		All the POs shall furnish the inputs for finalizing the	All POs ensured active participation	Agenda Closed	

			<p>policy decisions of the board for the better benefit of the Board and general public</p>			
13	<p>E-office implementation and convert the offices as high-tech and paperless ones</p>		<p>The e-office shall be implemented in all sub offices immediately. The process shall be completed before 31st December.</p>		<p>i. All Port Offices shall shift to e-office on or before 1st Jan Training, if any, shall be requested to the HQ.</p> <p>ii. All files shall be segregated into three categories and disposed/digitized.</p> <p>A. Files to be disposed without digitization</p> <p>B. Files to be disposed</p>	All Port Officers

14	Biometric punching implementation		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.		Immediate action to be taken to get the system implemented	All POs and concerned section in KMB.
15	Use of Malayalam for file processing		All files except the ones like court cases, communications with GOletc shall be processed in Malayalam		Reports called for shall be furnished promptly. Agenda closed	All POS

16	Streamlining the dredging and selling through E-Systems	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	Will be discussed separately. Agenda Closed	
17 & 18	Various development opportunities in Port areas & Commercial utilization of Board buildings, machineries and other infrastructure	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	The POs concerned shall prepare a concrete report on this for discussion during the visit of HQ team	All POs.
19	Issue on anchorage charges in Vizhinjam and Kollam	DDP, in discussion with the POs shall submit a proposal to ensure uniform	DDP to submit report soon	DDP, KMB

			anchorage charges in all Ports. This needs to be proposed to government and get the GO modified			
20	Uniform Revenue sharing agreements		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 are using the format. Agenda closed	
21	Updating of website-data providing		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 employees shall visit the website on daily basis. The POs shall engage a tech savvy employee to check the website once in a fortnight and intimate corrections/additions/ modifications, if any	All POs and Employees of KMB.

22	Ponnai dredging. Date of effect for the Government Order for enhanced rates		<p>i. The date of effect shall be from 16th November.</p> <p>ii. Concerned section in KMB shall inform his to government with reasons thereof</p>			Agenda Closed	
23	Revision of Rates for various services, lease etc.	<i>Raised by the chair</i>	<p>i. All the POs shall consolidate the rates and lease rents existing there are come out with a concrete proposal to revise it.</p> <p>ii. The Committee headed by PO Kollam with following as members shall study this and</p>	<p>The issue in Alappuzha for leasing out the land was noted.</p>	<p>All the POs have been provided with a format for revising various rates for leasing/lending properties.</p> <p>However, since the issue in Alappuzha has been raised the following details shall be added:</p> <p>a. Rate for commercial purposes like exhibition/trade fair/expo etc (Season and non season)</p>	All POs	

		<p>submit a concrete revision proposal to the Chairman and CEO</p> <ul style="list-style-type: none"> a) PO, Kollam b) FO, KMB c) PO, Alp d) Kiran, PC <p>i. Chairman and CEO will discuss this revision with the committee and finalise the revision and submit for Board's approval</p> <p>ii. The Committee can start the process without</p>		<p>b. Rates for sports/cultural/book fair etc.</p> <p>c. Rate for Public/political functions, etc.</p> <p>The POs shall prepare a concrete proposal in this regard for discussion during the HQ team visit to the Ports</p>	
--	--	--	--	---	--

			waiting for formal orders from the board iii. The Committee shall submit its report on or before 15 th December-2023 and revised rates shall be effected from 1 st janury-2024		
24	Enforcement wing under IV Act	Raised by the Chair	POs shall be notified as enforcement officers wherever required	Action being taken separately. Agenda Closed	
25	Vehicle for Kodungalloor Institute	Raised by the Principal Kodungalloor	i. The bolero jeep from HQ will be given for the use of Kodungalloor institute from 1 st	Action being taken separately. Agenda Closed	

		<p>ii. January-2024 This vehicle will be used for the enforcement activities in the Kodungalloor port of registry</p>		
26	Maintenance of Machineres	<p><i>Raised by the Chair</i></p> <p>i. The POs shall ensure the periodical maintenance of all the machineres 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</p>	<p>The MME will submit the draft SOP within a fortnight</p>	<p>Action: MME</p>

			<p>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> <p>v. If required, the technical staff of another port can be given the responsibility of up keeping</p> <p>vi.</p>			
27	Long leave for employees	<i>Raised by the Chair</i>	The POs shall not recommend and forward application for such long leaves from		Agenda Closed	

			any of the technical staff			
28	Dearth of staff in Azhikkal	Raised by PO Azhikkal	Deployment of extra staff will be considered after analyzing the staff strength in each port during the visit of HQ team to each port		Will be considered after analyzing the report on better utilization of staff Agenda Closed	
29	Port lands are not in the name of KMB. Many lands are occupied by the HED	Raised by the PC, Vizhinjam	No action for the time being		Will be discussed separately. Agenda Closed	
30	Dredging in Vizhinjam	Raised by Vizhinjam	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		CEO will request the Vishinajm Adani Port CEO to help KMB to carry out the dredging. PC vizhinjam shall send a proposal in this regard. If its not materialized KMB can do it with the Chandragiri dredger, after its repairs.	PC, Vizhinjam CEO, KMB

31	Office and Staff Quarters repair in Kasargode	Raised by the PC, KASargode	Instruct HED to complete the works within the AS as the revised is unlikely to happen	PO to address the HED for revised rates. This may be discussed separately. Agenda Closed	
32	Reference of KIV in the website	Raised by the chair	References of KIV in the website shall be replaced with IV	Agenda closed	
33	Auctioning of Containers lying in Kozhikkode	Raised by PO, Kozhikkode	<p>Four containers may be given to the KMIs to start firefighting training</p> <p>Remaining shall be auctioned without any further communications in this regard.</p> <p>i.</p> <p>ii.</p>	<p>Two containers in good condition shall be given to Neendakara and Kodungalloor Institutes immediately</p> <p>The Principals of Neendakara and Kodungalloor institutes shall make arrangements for transporting the containers within a fortnight. They shall be used for mock fire fighting as a part of training</p>	PO. Kozhikkode Principal, Neendakara Principal, Kodungalloor

					programme. PO may send the valuation report once again to the HQ	
34	Kovilakam Property issues	Raised by the Chair	This may be discussed during the visit of HQ team to the Port Office.		Agenda closed	
35	Details to be furnished to the audit team	CFA	All the POs and PCs shall take it seriously and furnish the required data on or before 18 th November-2023		Action taken separately. Agenda closed	
36	Details of accounts of Institutes	CFA	<p>i. Principals of KMIs shall verify the old files and furnish all the details to the CFA within a fortnight</p> <p>ii. The concerned seat in KMB also shall verify the old files</p>		Action taken by CFA Agenda closed	

37	Pending paras of Accountant General Audit	CFA	thoroughly and find out the details of KMI accounts	<p>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>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>Entire exercises shall be completed on or before</p>		Action taken separately by CFA Agenda Closed	
----	---	-----	---	--	--	--	--

			25 th November- 2023.			
38	Price of dredged Material in Kodungalloor-revision	HOKMB-TVM 522/2023-C3	-		PO shall submit a concrete report in this regard with demand supply ratio	Action: PC, Kodungalloor
39	Drudged material In Azhikkal .The material could not be sold even after repeated attempts. A concrete proposal needs to be submitted to govt.	C3-6762/2013	-		PO to furnish a concrete report in this regard.Dredged material shall be sold out forthwith Old dredged material to be used for go down construction purposes. The delinquent employee shall be found out and punished	PO. Azhikkal
40	Immigration check post issue in Azhikkal	HOKMB-TVM- 1279/2023	-		To be discussed during the HQ visit.	
41	Sale of already dredged material in Azhikkal		-		Repetition of agenda 40. Agenda closed.	
42	Revision of rates of dredged material in all Kadavus.		-		Agenda closed	
43	Utilizing the land management		-		The proposal from	CEO, KMB

	proposal from PO Kozhikkode					Hydrographic centre to be discussed along with the team from ULTS.	
44	Training in Southern Kerala	-				To be discussed separately	
45	Visit of Bharath Freight Group to various ports	-				Action over. Agenda closed	
46	Administration Report of KMB for the last five years	-				All POs to submit the report for 2018-19 with in two days. Remaining reports shall be sent on or before 10 th January	All POs
47	Installation of K Fone					All POs should ensure that the K-Fone connections are installed. This may be done within a month. K-Fone authorities shall be contacted for this purpose	All POs
48	Accounting through Tally software	-				From next Financial Year onwards, all the accounts of KMB will be managed through Tally Software. SOs shall choose two employees	All POs

					<p>o can handle the tally for post ware in the accounts in the necessary training will be accorded from HQ. Two more staff shall also be given training.</p>	
49	<p>Bevpore Lakshadweep shipping activities</p>				<p>Bevpore – Lakshadweep shipping activities has been scaling down drastically and the Central Government has planned to shift the entire activity to Mangalore. PO, Kozhikode in this regard has to submit a concrete report to CEO so as to take this issue with Government.</p>	<p>PO, Kozhikode</p>

CHAIRMAN

Sankar