

**Record of proceedings of the meeting convened by the Chief Executive Officer, Kerala Maritime Board with the Port Officers and Port Conservators via online mode**

**Date: 09.02.2024**

**Venue: Board Room**

Meeting started at 11 am with the Chief Executive Officer in the Chair. CEO welcomed all the participants of the meetings.

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

<b>Item No</b>	<b>Subject</b>	<b>HQ File no.</b>	<b>Decisions taken in the previous meeting</b>	<b>Deliberations</b>	<b>Decision taken in the meeting</b>	<b>Action to be taken by</b>
1	Issuing license to the labourers in Vizhinjam	HOKMBTVM-922-2023	The CEO will take up the matter with the Secretary, Labour Board to get the list of workers for	Kollam and Bepore following established modes for engaging workers. The PC Vizhinjam has reported that Labour Board informed their inability to	The CEO suggested to conduct a meeting with the Trade Unions of respective Ports, explain the procedure to be followed in engaging labourers.	POs of the respective Ports.



		<p>Vizhinjam Port too like the procedure they follow in Kollam Port. As far as Bypore port is concerned , the present system can be continued.</p>	<p>provide the list of workers.</p>	<p>Secondly, he also added that a List of labourers suggested by the Unions shall be maintained in each port and the same has to undergo police verification every 6 months. The Port Offices need not issue permanent Port passes. Instead sufficient number of entry passes to the Port shall be kept and the same shall be given to them as per requirement. Identity card of the labourers shall be kept with the Port office while issuing the entry pass and the same shall be returned to them once the entry</p>
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					<p>pass is submitted back after use in each case</p> <p>Existing practice of taking the assistance of labour board may be continued in other ports</p>	
2	Installation of VTMS in Kollam	HOKMB/TVM-642-2023-D1	<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. In the meantime</p>	<p>The PO, Azhikkal mentioned about an agency.</p>	<p>Firstly, the RADAR and AIS available at the Port shall be repaired and used</p> <p>Secondly DDP may convene a meeting with the new agency mentioned that offered their services for doing repair works of the VTMS. If needed a tender may be floated for the repair works of VTMS</p>	DDP/PO,Azhikkal

			<p>the agency from Chennai will inspect the existing VTMS and propose its repair works. If the rates are reasonable, KMB can think of repairing the same.</p>		<p>The POS concerned shall prepare a concrete report on the utilization of man power.</p>	<p>All POS</p>
3	<p>Better utilization of man power and rationalizing the work load.</p>		<p>The POS concerned shall prepare a concrete report on the utilization of man power.</p>		<p>The POS concerned shall prepare a concrete report on the effective utilization of manpower. The POS shall assure the output and performance of</p>	



			<p>The POs shall assure the output and performance of each staff member during the last one year and come out with clear suggestions for suitable redeployment.</p>		<p>each staff member during the last one year and come out with clear suggestions for suitable redeployment.</p>	
4	<p>Deployment of staff to Kodungalloor institute</p>	<p>HOMKMB TVM/971/202 3-B1</p>	<p>This will be discussed separately with the Principal of the institutes.</p>	<p>Since deployment of staff to Kodungalloor Institute has been completed, the item stands <b>closed</b>.</p>		
5	<p>Installation of weather warning systems in Ports</p>	<p>HOKMB-TVM- 3402-2022- B2</p>	<p>Operational Ports alone need this</p>		<p>The matter was discussed in detail with POs.</p>	<p>The MEW shall come up with a proposal to install made the</p>

			<p>weather warning system with minimum requirements. Those who have not submitted the proposal shall submit the same within a month. Those who have already sent may forward it once again to CEO with a copy to MIME.</p>		<p>indigenously weather warning system. PO Kozhilkode may coordinate the action and make sure that the system is in place in all ports with in 3 months</p>	
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6	Chandragiri Dredger	HOKMB-942-2023-D1	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 operationally immediately	The CEO instructed the PO to speed up the action and complete the task by 15 days.	PO, Azhikkal
7	Website and application for the training institutes	HOKMB -545-20233-E1	Will be discussed separately as an agenda for maritime Institutes.	Will be discussed separately as an agenda for maritime Institutes.	
8	Action to be taken to enhance the port related activities and Cargo		The concerned POS shall prepare a concrete report	The CEO informed that the same shall be discussed in	Action All POS



	movement		on this for discussion during the visit of HQ team	
9	E-office implementation and convert the offices as high-tech and paperless ones		<p>i. All Port Offices shall shift to e-office on or before 1<sup>st</sup> Jan</p> <p>ii. Training, if any, shall be requested to the HQ.</p> <p>iii. All files shall be segregated into three categories and disposed/digitalized. A. Files to be disposed without</p>	<p>The CEO informed to speed up the matter, to allocate a Nodal Officer for the effective functioning of the same. Also instructed the staffs concerned in KMB to provide support to them.</p> <p>Action All POS and staffs in H.O,KMB</p>



			<p>digitization</p> <p>B. Files to be disposed after digitalization</p> <p>C. File to be digitized and kept as physical file too</p>			
10	Biometric punching implementation		<p>Immediate action to be taken to get the system implemented</p>		<p>The CEO instructed to expedite the action.</p>	<p>All POs and concerned section in KMB.</p>
11	Streamlining the dredging and selling through E-Systems		<p>Will be discussed separately.</p> <p><b>Agenda Closed</b></p>		<p>Separate review meeting will be held. Agenda stands closed</p>	



12	Various development opportunities in Port areas & Commercial utilization of Board buildings, machinerries and other infrastructure		The concerned POS shall prepare a concrete report on this for discussion during the visit of HQ team		The concerned POS shall prepare a concrete report on this for discussion during the visit of HQ team	All POS.
13	Issue on anchorage charges in Vizhinjam and Kollam		DDP to submit report soon		Proposal to be sent by DDP, KMB and Kozhikode Port Officer within 10 days	DDP, KMB and PO, Kozhikode.
14	Uniform Revenue sharing agreements		All are using the format. <b>Agenda closed</b>		Since the Uniform Revenue sharing agreements does not suit every transaction, a separate meeting will be held to discuss the same. Agenda Closed	



15	Updating website-data providing of		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 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.
16	Revision of Rates for various services, lease etc.	<i>Raised by the chair</i>	All the POS have been provided with a format for revising various rates for leasing/lending properties. However, since the issue in Alappuzha has been raised the following details shall be added: a. Rate for commercial		All the POS have been provided with a format for revising various rates for leasing/lending properties. However, since the issue in Alappuzha has been raised the following details shall be added: d. Rate for commercial	All POS



			<p>al purposes like exhibition/trade fair/expo etc (Season and non season)</p> <p>b. Rates for sports/cultural/book fair etc.</p> <p>c. Rate for Public/political functions, etc.</p>		<p>l purposes like exhibition/trade fair/expo etc (Season and non season)</p> <p>e. Rates for sports/cultural/book fair etc.</p> <p>f. 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>		<p>The POs shall prepare a concrete proposal in this regard for discussion during the HQ team visit to the Ports</p>		



17	Maintenance of Machineries	<i>Raised by the Chair</i>	The MME will submit the draft SOP within a fortnight		The MME will submit the draft SOP within a week	Action: MME
18	Dredging in Vizhinjam	Raised by Vizhinjam	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.		CEO will request the Vishinajm Adani Port CEO to help KMB to carry out the dredging.	CEO, KMB
19	Auctioning of Containers lying in Kozhikkode	Raised by PO, Kozhikkode	Two containers in good condition shall be given to Neendakara and Kodungalloor Institutes immediately	Totally there are 22 containers out of which, 3 has been allocated to Neendakara, 3 to Kodungallur, 1 to Bypore, 1 to Kollam and the balance 13 has to be sold out.	The CEO instructed to arrange expedite disposal of containers to concerned places and to call for tender within a week.	PO. Kozhikkode Principal, Neendakara Principal, Kodungalloor



20	Price of dredged Material in Kodungalloor- revision	HOKMB-TVM 522/2023-C3	arrangements for transporting the containers within a fortnight. They shall be used for mock fire fighting as a part of training programme. PO may send the valuation report once again to the HQ PO shall submit a concrete report in this regard with demand supply ratio
21	Drudged material In Azhikal .The material could not be sold even after repeated attempts. A concrete proposal needs to be submitted to govt.	C3-6762/2013	i. PO to furnish a concrete report in this regard.Dredged material shall be A separate meeting to be held in this regard, item <b>closed</b> .



			<p>sold out forthwith Old dredged material to be used for go down construction purposes. The delinquent employee shall be found out and punished</p>	
22	Immigration check post issue in Azhikkal	HOKMB-TVM-1279/2023	To be discussed during the HQ visit.	HED to send report on the same.
23	Utilizing the land management unit-proposal from PO Kozhikkode		The proposal from Hydrographic centre to be discussed along with the team from ULTS.	A separate meeting to be held in this regard, item <b>closed</b> .



24	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 <sup>th</sup> January	
25	Installation of K Fone		All POS should ensure that the K-Fone connection are installed. This may be done within a month. K-Fone authorities shall be contacted for this purpose	Mr. Sajeev to coordinate with all Port Officers and ensure K-fone availability at the earliest.  All POS and Mr. Sajeev, KMB
26	Accounting through Tally software	Raised by CFA	From next Financial Year onwards, all the accounts of	The item has been followed up separately, hence item closed.



27	Beypore Lakshadweep shipping activities		Beypore - Lakshadweep shipping activities has been scaling down drastically and the Central Government has planned to	Beypore - Lakshadweep shipping activities has been scaling down drastically and the Central Government has planned to	Beypore - Lakshadweep shipping activities has been scaling down drastically and the Central Government has planned to shift the entire activity to	PO, Kozhikode
			KMB will be managed through Tally software. SO all the POS shall choose two employees who can handle the tally software for posting in the accounts division. Necessary training will be accorded from HQ. Two more additional staff shall also be given training.			



			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.		Mangalore. PO, Kozhikode in this regard has to submit a concrete report to CEO so as to take this issue with Government.	
28	Installation of sanitary napkin incinerator	HOKMB-TVM-734-2023-D2		Installation of sanitary napkin incinerator has to be done in all Port Offices necessary, Institutes and Head Office of KMB.	The POs and Principals of Institute has to report within a week whether their concerned office require the same or not. Proposals for the same are to be inquired and reported.	All POs and concerned seats in KMB.
29	AMC of Dhwani and Mithra Tugs	HOKMB-TVM-748/2023-D1			Since AMC has not been signed, the concerned Officials has to expedite the action.	Concerned MME, KMB. Officials,



30	Need to keep MT Mithra and MT Dhvani Tugs in IRS Class	D1-553/2022		<p>The PO Kozhikkode reports that these vessels need not be kept in IRS Class. Other two tugs MT Malabar and MT Keralam are not in IRS Class. Yet they undertake works in Kollam and Beylore. However, Rs. 98545 is seen sanctioned already for the survey purposes.</p>	<p>Both the tugs are not in IRS class. But atleast one tug has to be in IRS Class. MT Malabar is the ideal one to keep in IRS Class.</p> <p>There is no need to keep these much of staff for maintaining the Tugs since there is no significant activities. The PO Kozhikkode shall submit a concrete report for better utilization of staff. No need to keep them in shift duties. Compensatory off can be granted for the extra works done. PO Kozhikkode shall suggest a suitable mode for this and</p>	PO, Kollam
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					<p>details of excess staff. The attendance shall be captured electronically. Excess staff shall be deployed for Institute and IV related duties for the time being</p>	
31	Government Order regarding DD	Raised by CFA			<p>The POs to send a list of DDs and Bank Guarantee available in their office with a consolidated statement within 5 days. A photocopy of the same shall be kept in their offices. The DDs/Bank guarantees of KMB will be verified and if any such cases are found in suboffices after five days will be</p>	CFA, KMB and All POs



					viewed seriously and action will be taken accordingly The POS to maintain a register for the same in future. CFA to send a separate letter and format for the same.	
32	Dredging refund and sand issue Bank Charges	Raised by CFA			POS to check the Bank Statement, take up with the Bank for hidden charges and inform H.O, KMB. H.O,KMB to follow up with Banks. CFA to send a separate letter and format for the same.	CFA, KMB and All POS
33	Dredging refund and sand issue Bank Charges	Raised by CFA			Demand Notice to be issued for refund, Police complaint has to be raised towards vendors	CFA, KMB and All POS



					who received the order and claimed refund. CFA to send a separate letter and format for the same.	
34	Internal Audit	Raised by CFA			CFA to send a separate letter and format for the same.	CFA, KMB and All POS
35	Asset Utilization	Raised by CFA			CFA to send a separate letter and format for the same.	CFA, KMB and All POS

  
**CEO**