

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

Date: 26.03.2024

Venue:

Board Room

- Meeting started at 03 pm with the Chairman in the Chair. Chairman welcomed all the participants of the meetings.

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

Item No.,	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	HOKMBT-VM-922-2023	<p>The CEO suggested to conduct a meeting with the Trade Unions of the respective Ports, explain them the procedure to be followed in engaging labourers.</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 r</p>		The POs concerned has to produce a detailed compliance report in this regard before the next PO meeting.	POs of the respective Ports.

			<p>equipment. Id entity card of t he labourers sh all be kept with the Port office while issuing th e entry pass an d the same shal l be returned to them once the entry pass is su bmitted back af ter use in each case</p> <p>Existing practice of taki ng the assistance of la bour board ma y be continued in other ports</p>		
2	Installation of VTMS in Kollam	HOKMB/ TVM-642 -2023-D1	<p>Firstly, the RAD AR and AIs avail able at the Port shall be repaired and used</p> <p>Secondly DDP may convene a meeting with th e new agency mentioned that offered their se rvices for doing repair works of the VTMS. If ne eded a tender may be floated for the repair w orks of VTMS</p>	<p>The POs conce rned has to su bmit detailed report with ba sic requiremen ts for installati on of VTMS.</p> <p>Based on the a bove reports, a tender has to be floated to s elect a best suitable vendo r.</p>	POs of the respecti ve Ports, Concerne d sections in KMB.
3	Better utiliza tion of man power and r ationalizing t he work load.		<p>The POs concer ned shall prepara re a concrete report on the e ffective utilizati on of manpowe r. The POs shall assure the outp ut and perform ance of each st aff member dur</p>	<p>The POs has to prepare a list o f staffs in their concerned offi ce along with t heir designatio n and work do ne by them in the last one ye ar.</p> <p>The same has</p>	All POs, Co ncerned se ctions in K MB.

			ing the last one year and come out with clear suggestions for suitable redeployment.		to be submitted within 2 weeks to the HO, KMB.	
4	Installation of weather warning systems in Ports	HOKMB-TVM-3402-2022-B2	The MEW shall come up with a proposal to install made the indigenously weather warning system. PO Kozhikkode may coordinate the action and make sure that the system is in place in all ports within 3 months	The matter was discussed in detail with POs	The MEW shall come up with a proposal to install made the indigenously weather warning system. PO Kozhikkode may coordinate the action and make sure that the system is in place in all ports within 3 months	PO, Kozhikkode MEW
5	Chandragiri Dredger	HOKMB-942-2023-D1	The CEO instructed the PO to speed up the action and complete the task by 15 days.			Agenda Closed
6	Website and application for the training institutes	HOKMB-545-2023-E1	Will be discussed separately as an agenda for maritime Institutes.			Agenda Closed
7	Action to be taken to enhance the port related activities and Cargo movement		The CEO informed that the same shall be discussed in detail separately.			Agenda Closed
8	E-office implementation and convert the offices as high-tech and paperless ones		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 s			To be discussed in separate meeting. Agenda Closed

			upport to them .			
9	Biometric punching implementation		The CEO instructed to expedite the action.			To be discussed in separate meeting. Agenda Closed
10	Various development opportunities in Port areas & Commercial utilization of Board buildings, machineries and other infrastructure		The POs concerned shall prepare a concrete report on this for discussion during the visit of HQ team			To be discussed in separate meeting. Agenda Closed
11	Issue on anchorage charges in Vizhinjam and Kollam		Proposal to be sent by DDP, KMB and Kozhikode Port Officer within 10 days		Proposal to be sent by DDP, KMB and Kozhikode Port Officer within 10 days	DDP, KMB and PO, Kozhikode.
12	Updating of website data providing		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	To be discussed in separate meeting. Agenda Closed
13	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 followi		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 th	To be discussed in separate meeting. Agenda Closed

			<p>ing details shall be added:</p> <ul style="list-style-type: none"> a. Rate for commercial purposes like exhibition/trade fair/expo etc (Season and non season) b. Rates for sports/cultural/book fair etc c. Rate for Public/political functions, etc. <p>The POs shall prepare a concrete proposal in this regard for discussion during the HQ team visit to the Ports</p>		<p>e following details shall be added:</p> <ul style="list-style-type: none"> d. Rate for commercial purposes like exhibition/trade fair/expo etc (Season and non season) e. Rates for sports/cultural/book fair etc. f. Rate for Public/political functions, etc. <p>The POs shall prepare a concrete proposal in this regard for discussion during the HQ team visit to the Ports</p>	
14	Maintenance of Machineries	Raised by the Chair	The MME will submit the draft SOP within a fortnight		The MME will submit the draft SOP within a week	Action: MME
15	Dredging in Vizhinjam	Raised by Vizhinjam	CEO will request the Vishinjam Adani Port CEO to help KMB to carry out the dredging.		A letter was sent to Government by CEO, KMB	CEO, KMB
16	Auctioning of Containers lying in Kozh	Raised by PO, Kozhikkode	The CEO instructed to arrange to expedite	Totally there are 22 containers out of which	The Chairman instructed to arrange to expedite	PO. Kozhikkode Principal, Neendakara

	ikkode		te disposal of containers to concerned places and to call for tender within a week.	, 3 has been allocated to Neendakara, 3 to Kodungallur, 1 to Beypore, 1 to Kollam and the balance 13 has to be sold out.	date disposal of containers to concerned places and to call for tender within a week.	Principal, Kodungalloor
17	Immigration check post issue in Azhikkal	HOKMB-TVM-1279/2023	HED to send report on the same.			To be discussed in separate meeting. Agenda Closed.
18	Administration Report of KMB for the last five years		All POs has to submit the report before February 20 th , 2024		Reports pertaining to the years 20-21, 22-23 has to be submitted within a fortnight. The issue will be discussed in the next meeting	All POs.
19	Installation of K Fone		Mr. Sajeev to coordinate with all Port Officers and ensure K-fone availability at the earliest.			To be discussed in separate meeting. Agenda Closed.
20	Beypore – Lakshadweep shipping activities		Beypore – Lakshadweep shipping activities has been scaling down drastically and the Central Government has planned to shift the entire activity to Mangalore. PO, Kozhikkode in this regard has to submit a concrete report		Matter taken up with the government.	Agenda Closed

			to CEO so as to take this issue with Government.			
21	Installation of sanitary napkin incinerator	HOKMB-TVM-734-2023-D2	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.			To be discussed in separate meeting. Agenda Closed.
22	AMC of Dhvani and Mithra Tugs	HOKMB-TVM-748/2023-D1	Since AMC has not been signed, the concerned Officials has to expedite the action. MME, KMB has to follow up and report.	DDP suggests internal mechanism.	DDP to form 2 committees with Tug masters as members, inspect the Tugs and then give suggestions within two weeks HO, KMB to take action based on such suggestions.	Concerned Officials, MME, KMB, DDP, KMB.
23	Need to keep MT Mithra and MT Dhvani Tugs in IRS Class	D1-553/2022	Both the tugs are not in IRS class. But at least one tug has to be in IRS Class. MT Malabar is the ideal one to keep in IRS Class. There is no need to keep these much of staff for maintaining the Tugs since there is no significant activities. The PO Kozhikode shall submit a concrete report for better			PO, Kollam/Kozhikode/DDP

			<p>r 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 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>		
24	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.</p> <p>The DDs/Bank guarantees of KMB will be verified and if any such cases are found in suboffices after five days will be viewed seriously and action will be taken accordingly</p> <p>The POs to maintain a register</p>		<p>CFA, KMB and All POs instructed all POs to submit treasuries available with them in the concerned treasury and submit a report regarding the same within 1 week.</p>

			for the same in future. CFA to send a separate letter and format for the same.		
25	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.	A detailed compliance report has to be submitted before the next PO Meeting.	ALL PCs/CFA
26	Internal Audit	Raised by CFA	CFA to send a separate letter and format for the same.		CFA, KMB and All POs
27	Asset Utilization and scrapping of nonusable machineries and other assets	Raised by CFA	CFA to send a separate letter and format for the same.		CFA, KMB and All POs A file to be started from the section concerned in HQ
28	OT Allowance for staff in spite of NIL Port activities			A separate committee has to be formed by CEO and provide justification for providing OT Allowance.	CEO, KMB
29	Kerala state maritime master plan – Preparation			To be done by PMU.	CEO/PMU, KMB. A file needs to be started by the section concerned in KMB and submit to CEO immediately
30	NSPC Compli			All POs to mak	All POs

	ance				ensure NSPC Compliance received at the earliest possible.	
31	POL Cargo at Beypore Port				PO, Kozhikode has to send a report after referring Petroleum Act, 1934 and its rules in the regard.	PO, Kozhikode
32	Signing MOU for implementing Miyawaki afforestation Programme at Kozhikode Bhatt Road – Reg.,	HOKMB-TVM/365/2024-C3			PO Kozhikkode to submit a detailed report within one week	PO Kozhikkode
33	Sand testing – PO, Azhikkal				PO, Azhikkal has to take samples of sand to be taken from Minimum 3 locations by engaging a manual dredging worker in the presence of Mr. Prasad and Mr. Reju.	PO, Azhikkal
34	House Boat - Enforcement				All POs to have to ensure regular enforcement is done, Places where Port vehicle is not available or is engaged in other duty, taxis can be hired for next 2 months only for enforcement purposes.	All POs

Chairman