

CHAPTER 6 (Manual 5)

6.1 Statement of the categories of documents that are held by or under its control

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/ under control of
1.	Directorate level	1.Port Facilities and Security Plan 2.Project reports 3.Consultancy Reports	Not to Public on Security Grounds. Depending on the necessity and merit of the case in line with the department procedures -do-	DIRECTOR DIRECTOR Dealing Assistant
2.	Executive Engineer	1.Measurement Book 2.Manual of M/c 3.Log Book	-do- -do- -do-	Asst. Engineer -do- Jr. Engineer
3.	Junior Accounts Officer	1.Cash Book 2.Budget Check Register/Pay bill Register 3.Accounts Manuals/Service Code Manuals	-do- -do- -do-	Cashier LDC Suptt.
4.	Port Officer	1.Pondy Landing & Shipping Act 1972 Indian Ports (Pdy) rules 1972 2.Pondy Port Harbour Craft Rules 1970 3.Citizen Charter 4.Service book of employees	By a written request on Payment of Rs25/- -do- By return request Depending on the necessity and merit of the case in line with the department procedures	Port Conservator -do- -do- Port Officer