

CHAPTER 9 (Manual 8)

- 9.1 The procedure followed to take a decision for various matters are detailed as below.
- a. Engineering activities are carried out as per the rules followed under CPWD works manual and accounts manual.
 - b. Conservancy activities are carried out as per the Indian Ports (Pondicherry amended) Act 1908.
 - c. General Administration activities of the Port Department is carried out as per FR&SR, GFR, CCS Conduct Rules etc.
- 9.2. Generally the decision process on Engineering Works activity is moved at the sub-divisional level to Division level. The conservancy activities and the administration activities are moved from the Port Officer level to the Director of Ports level.
- 9.3. Any information on the decision taken on behalf of the Public is communicated to the concerned public as and when they meet the Public Relation Officer of this department on all working days between 12.00 hrs to 13.00 hrs. and also through information facility centre and official Website.
- 9.4. The Director of Ports seeks the opinion from the Group 'A' and 'B' level officers of the Port department during the process of decision making and submits to Secretary (Ports).
- 9.5. The Secretary to Government is the final authority that wets the decision.

Sl. No.	1	2	3
Subject on which the decision is to be taken	Engineering	Conservancy	Administration
Guideline/ Direction	CPWD Manual (Works) & Accounts Manual	Pondicherry Port Rules	FR&SR,GFR,CCS Conduct Rules etc.
Process of execution	Through contract and partly by department with available labour force	Through department	Through department
Designation of officers involved in decision making	Executive Engineer Asst. Engineer Division Accountant	Director of Ports Port Officer	Director of Ports Port Officer
Contact information of above mentioned officers	No.Rue Dumas, Port Depdt., Pondicherry 0413-2338092	No.1, Rue Dumas, Port Department, Pondicherry 0413-2337114	No.1, Rue Dumas, Port Department, Pondicherry 0413-2337114
If not satisfied by the decision, where and how to appeal	The Director of Port, Port Department, Pondicherry.	Secretary to Govt.(Port), Chief Secretariat, Pondicherry.	Secretary to Govt.(Port), Chief Secretariat, Pondicherry